The Mathematical Association of America (MAA), a national professional association, seeks a full-time Media Relations & Marketing Manager. Duties include:

* Conducts strategic and proactive media outreach by identifying MAA brand awareness opportunities; takes initiative to act upon these opportunities to achieve results.
* Successfully manages the organization's enhanced email marketing campaigns for all departments and programs.
* Manages digital and social media strategy, including the evolving digital market and contributes new ideas to enhance the organization’s social presence. Analyzes, synthesizes and course corrects content distribution based on data and metrics.
* Identifies trends and leverages opportunities within the industry, through the use of social and digital tools and channels.
* Develops and creates marketing materials to support the MAA’s marketing and communications objectives.
* Leads assignments to support the strategic vision of MAA; develops recommendations of marketing activities to increase revenue and decrease overhead costs.
* Manages projects and campaigns including coordinating with vendors and managing the communication’s team junior staff members.

A successful candidate for this position must have strong organizational and project management skills including, being detail oriented and an analytical thinker; having good time management practices; and the ability to prioritize multiple projects. The candidate must have excellent interpersonal skills (i.e., written and verbal) in order to build and maintain relationships with the media and other critical contacts. Candidates must have the ability to meet deadlines, work independently and collaboratively, and possess a strong work ethic. Experience with media relations, email marketing campaigns and content management systems required. Experience with Real Magnet and Drupal preferred. Management experience desired.

Candidates must have a Bachelor’s degree in communications, public relations, journalism or related field as well as a minimum of 5+ years of applicable communications and marketing experience.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world's largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/). The MAA is an Equal Employment Opportunity Employer.

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: hr@maa.org