



Francis Financial Marketing Associate Job Description

Francis Financial is looking for an experienced Marketing Associate to join our growing team. You will support the Marketing department in our various efforts such as event planning, social media, networking, media outreach, speaking engagements, business strategy and educational programming. Responsibilities also include creating marketing materials and managing projects to ensure a consistent firm message and brand.

In this role, you will:

- Execute marketing & branding strategies
- Coordinate press and speaking appearances, networking events, podcast, newsletter, social media & other online materials
- Prepare senior staff members for networking and potential client meetings and help with administrative and marketing follow-ups
- Utilize Client Relationship Management (CRM) system to run reports and analyze marketing strategies
- Support the Marketing Manager and Director with all marketing efforts
- Create fresh content and ideas to expand client, prospect, and referral partner engagement

Skills and Requirements:

- ✓ Bachelor's Degree
- ✓ 1-2 years of experience in marketing
- ✓ Strong verbal, written, and interpersonal communication skills
- ✓ Detail-oriented, organized, responsible and proactive
- ✓ Ability to multi-task in a fast-paced environment
- ✓ Experience communicating with networking partners and organizations
- ✓ Excellent team player with ability to adapt to evolving priorities

About the company: Francis Financial is an independent fee-only boutique wealth management, financial planning and divorce financial planning firm based in New York City, dedicated to providing ongoing comprehensive advice for women. Our firm has a fun and fast-paced environment. Added benefits include monthly education program, team retreats, happy hours, and a remote work environment. The team gathers two times a month in the physical office in downtown Manhattan. Therefore, the candidate should live within a few hours of New York City.

Compensation: We offer a competitive salary with bonus and benefits.

Start Date: We are looking for a hire starting as soon as possible.

Please submit your resume to Sunaina@francisfinancial.com.

For more information about Francis Financial, please see our website www.francisfinancial.com

