



Sun City's Advocate Since 1963

Sun City Home Owners Association Marketing Manager

The Marketing Manager manages the day-to-day operations of the Marketing Department. This position is also responsible for event planning, community outreach and membership growth. This position reports to the General Manager.

Essential Functions

- Oversees and manages the daily operations of the Marketing Department.
- Oversees marketing and communication efforts to include media, SCHOA newsletter, emails, and website.
- Works to increase SCHOA's membership.
- Plans, promotes, and executes all SCHOA events and Board and Committee meetings.
- Manages the department's short- and long-term goals, budget and prepares monthly reports.
- Establish and maintain relationships with SCHOA Business Partners and community organizations for the wellbeing of SCHOA and Sun City.

Knowledge, Skill, and Ability Requirements

- Excellent communication skills are essential, both written and oral.
- Ability to think creatively and innovatively.
- Strong listening, problem-solving and excellent customer service skills.
- Must have strong writing skills.
- Be proficient in Microsoft products and data-based software.
- Have working knowledge and experience with Adobe InDesign, Photoshop, and Illustrator software.
- Have experience with email campaigns, WordPress websites and social media platforms.
- Possess strong organizational and time management skills driving tasks to completion.
- Respond to emails and phone calls in a timely manner.
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Have knowledge of SCHOA's Mission and Covenants, Conditions and Restrictions (CCRs).