



# POSITION PROFILE

## PAID SOCIAL MANAGER

### JUNE 2019



*This private, non-profit higher education institution, located in downtown Chicago, chooses to remain anonymous during the initial phase of this search and is working in partnership with Summit Search Solutions, Inc.*

## THE POSITION

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Seeking a dynamic, self-motivated individual with experience in paid social media advertising, direct response lead generation, marketing performance analysis, and budget forecasting to serve as Paid Social Manager.

The Paid Social Manager is responsible for the development and execution of effective paid social media initiatives and identifying and leveraging new market opportunities. Working closely with the Director of Enrollment Marketing, this position will be responsible for analyzing campaign data to develop paid social media strategies, campaign optimization, effective budget management, and efficient return on ad spend. This role will also be accountable for accurate forecasting of monthly lead volume and spend as well as creating regular reporting and presenting results to senior leadership.

The Paid Social Manager will primarily own strategy, implementation, and performance for PPC advertising within Facebook and LinkedIn, however a working knowledge of paid search marketing within Google and Bing will also be required.

### Primary Responsibilities:

- Analyze and execute paid social campaigns for a portfolio of 20+ programs
- Plan, develop, and implement comprehensive paid social strategies to drive direct response, qualified leads that contribute to new student acquisitions
- Manage day-to-day performance across PPC social media channels including Facebook, Instagram, and LinkedIn
- Daily maintenance of paid social campaigns including monitoring accounts and performance, troubleshooting issues, and identifying new opportunities
- Execute campaign changes based on pacing and performance to monthly goals
- Collaborate with the Paid Search Manager and other marketing team members on PPC optimization strategies
- Assist on occasion with paid search campaign adjustments and maintenance
- Perform audience research to develop new campaign ideas for PPC and contextual channels
- Use 3rd party tools to optimize campaigns (ie. Google Analytics, Tableau, Salesforce, etc)
- Analyze key performance data (top of funnel to bottom) within managed PPC channels - analyze and optimize the lead volume and cost efficiency of individual campaigns and channels; adjust strategy and budgets accordingly
- Develop and maintain performance reporting, both scheduled and ad hoc
- Conduct audience targeting/segmentation research, collaborate on ad copy, and establish paid social strategies to meet and exceed KPIs
- Generate clear and concise reporting narratives to help recap and review results
- Stay abreast of innovations and latest trends within top social networks - particularly Facebook, Instagram, and LinkedIn - in order to develop and recommend new strategies and tests
- Other duties as assigned

## QUALIFICATIONS

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- Bachelor's degree in marketing, advertising, business, or other relevant fields of study
- Minimum 5 years of paid social media experience with Facebook/Instagram and LinkedIn Advertising
- Solid knowledge of Facebook Ads Manager and LinkedIn Ads Manager
- Minimum 3 years experience with Google AdWords (Re-marketing, Display, Search) and Bing
- B2C paid social media experience, with an emphasis in direct response, performance campaigns
- Familiarization with creative testing and executing a/b and multivariate tests

- Proven track record of developing actionable recommendations from quantitative analysis that meets or exceeds performance goals
- Excellent analytical, organizational, project management skills and the ability to work under pressure with tight timelines
- Familiarity with how digital ads are served and tracked using pixels, URL parameters, etc
- Strong Microsoft Excel skills: pivot tables, VLOOKUPS and chart building
- Extremely well organized; able to balance timelines, competing priorities, and business needs across multiple programs
- Experience conducting analysis for and presenting to senior-level leadership
- CRM experience (Salesforce preferred)
- Knowledge of web usability, user experience, and conversion optimization preferred
- Basic HTML/CSS; CMS (WordPress) experience preferred

## TO APPLY

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Confidential review of applications will begin immediately and continue until the position is filled. Applications should include a cover letter outlining your interest in and qualifications for this position, along with your resume.

To apply online, click here: <https://theapplicantmanager.com/jobs?pos=su168>

### For nominations or further information:

**Beth Baldino**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 828-645-8967

[bbaldino@summitsearchsolutions.com](mailto:bbaldino@summitsearchsolutions.com)

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*Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina and Oregon.*





## CHICAGO, ILLINOIS

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Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces, the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are thirty-three sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland - integrity, hard work, and community and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

- Chicago has one of the most inclusive LGBTQ+ communities in the nation. It was named **"City of the Year"** by GayCities.com.
- Time Out magazine ranked Chicago the **best city in the world** in 2018.
- Chicago is recognized across the United States as a very passionate sports town. With professional teams such as the: the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in the Chicago area are as diverse as the people are, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to twenty-three Michelin-starred restaurants. *Saveur* magazine even dubbed Chicago "America's new culinary star."

Chicago has long been known for theatre, from big productions at landmark venues in Chicago's downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city's cultural history.

Chicago is a travel hub, which means it is easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O'Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

*For additional information on Chicago, please visit:*

<http://www.choosechicago.com/>

<http://www.cityofchicago.org/city/en.html>