



Position Title	Marketing Specialist
Supervisory Position	No
Full-Time or Part-Time	Full-Time

Company:

Flywheel Data is a growing company that provides elite IT Solution Design, Services, and Product Resale for the Cloud, Data Center, and Edge. Our goal is to arm our clients with the right tools, products, and technologies to accelerate mission success.

Flywheel Data's core business is Value Added Resale (VAR) across the US Federal Markets. In doing so, we need to work closely with the following stakeholders:

- US Federal Government end customers
- Federal System Integrators
- OEM Partners

Position Summary:

Flywheel Data's Marketing Specialist is an integral part of the sales team. This person is responsible for the coordination and execution of company's marketing programs via our channel partners. This position reports directly to the Sales Operations Manager and will work closely with the outside sales reps and company leadership.

Roles and Responsibilities:

- Develop, drive, and implement channel marketing activity through Flywheel Data's network of channel partners
- Administer Flywheel Data's channel marketing funds via partner portals, manage budget and actual expenditures while reporting to management
- Coordinate and attend industry conferences, trade shows, and customer events
- Create and manage corporate communications via web, social media, email, and print
- Work with internal teams to create marketing content, including whitepapers, solution sheets, other promotional materials.



Required Experience

- US Citizen with bachelor's degree in marketing or related field
- Highly organized, detail-oriented, high degree of initiative, self-motivation, and resourcefulness
- Excellent written and verbal communication skills
- Event planning and/or project management experience
- Ability to thrive in a fast-paced, changing environment

Physical Requirements:

This job operates in a professional office environment and/or remotely. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required to move 5 – 40 pounds. Must be able to remain in a stationary computer position for extended periods of time.

Travel Requirements:

Available for travel up to 50% of the time

Disclaimer:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Employee Acknowledgement of Receipt of Position Description
My signature represents that I have read and understand the responsibilities of this position and that I am able to perform all of the essential functions of this position.
Employee Name (Print):
Employee Signature:
Supervisor Name (Print):