

<b>Industry</b>	Internet/Online/New Media
<b>Benefits</b>	403B, Dental, Health
<b>Job Duration</b>	Full Time
<b>Job Location</b>	New York, NY

### The Role:

The **Business Development Manager** is responsible for executing, optimizing and reporting all digital advertising campaigns on 70 Faces Media properties – as well as managing the pipeline of inbound inquiries. This individual is an integral part of a dynamic four-person business development team. This person coordinates daily with our editorial, audience development, social media, and finance teams, as well as external clients. The role does not require significant technical expertise, but it does demand excellence in communication, organization and customer service. Ideal candidates will be eager and able to learn new skills and technologies, build and operate processes, and be a part of a nimble digital media organization.

### Responsibilities:

The Business Development Manager will report directly to the Associate Publisher with responsibilities including:

- Managing our inbound sales pipeline; ensuring all inquiries from new prospects are answered in a timely fashion (either directly or by appropriate team members)
- Brainstorming campaign proposals, either directly with client or supporting senior business team members
- Drafting and communicating final insertion orders and specs sheets
- Maintaining a central, company-wide advertising calendar
- Implementing direct banner-ad campaigns for display advertising via DFP Small Business; troubleshooting issues with ads or tags, as well as client-submitted creatives
- Loading and testing sponsored e-mails and Facebook posts; ensuring newsletter ads are properly implemented
- Ensuring all marketing materials (media kits, “About Us” pages on websites) are up-to-date and accurate
- Ensuring accuracy and timeliness of all billing and revenue information with finance department (i.e. reconciling deal logs to accounting-books)
- Maintaining reporting dashboards and shared folders for:
  - Campaign proposals and final insertion orders
  - Campaign performance reports
  - Banner-ad slots (inventory) and remnant ad network settings

### About You:

- Background in digital advertising, social media, graphic design or sales
- Interest in online advertising, media math or digital media
- Desire to grow in sales, project management and audience development
- Ambition and ability to learn reporting and ad-serving programs, including Doubleclick for Publishers (DFP), Google Analytics and Facebook Business Manager
- Ambition and ability to learn MS Excel, or improve proficiency to master Pivot Tables
- Strong attention to detail with ability to multitask
- Commitment to honesty and transparency
- Fantastic team player with a great work ethic

### About 70 Faces Media:

70 Faces Media is the largest nonprofit digital publisher in North America, specializing in content of interest to the Jewish community. Nondenominational and nonpartisan, we are known for our three flagship brands: [a premiere parenting website](#), [a century-old world-renowned newswire service](#), and [an unmatched educational resource](#). We are also home to a [hugely popular cooking blog](#) and [an emerging community for Millennial women](#).

Please forward a cover letter and resume to [jobs@70facesmedia.org](mailto:jobs@70facesmedia.org) and put “Business Development Manager” in the subject line.