

## The Company

Chatham Financial is a financial advisory firm committed to bringing transparency and pricing efficiency to capital markets. Chatham's breadth of services includes interest rate and currency hedging, derivatives accounting, capital advisory, and defeasance consulting. With 200 professionals in five offices, Chatham executes \$350 billion equivalent transactions on behalf of its clients annually.

Chatham's 700+ client base is comprised primarily of real estate companies, private equity investment funds, corporations, and mid-cap financial institutions. Chatham's approach is to provide a high level of comfort and trust with our clients and to become their capital markets specialists, allowing them to focus on their core business.

Chatham has worked hard to create a distinct work environment that values people, teamwork, integrity, and hard work. We would rather be governed by principles than rules, and we think that leadership should be gained through influence, not by title. Our interview and employment process is designed to attract people who can subscribe to, and constantly embody, the core values that we represent. Every member of our team must be completely trustworthy, possess high ethical standards, and be a great team player.

## The Role

The Marketing team is a centralized group that provides support for Chatham's global business. We seek to hire an individual that brings experience in the field of marketing communication to lead Chatham's day to day marketing communication activities as well as help Chatham advance in its overall marketing creativity, sophistication and impact. Key areas of responsibility include:


- Hands on ownership and management for Chatham's US and European websites
- Drive online strategy, SEO and website optimization
- Email marketing campaigns
- Webinars
- Public Relations/Advertising Coordination
- Coordination/oversight of outside creative agencies including PR, creative resources and web hosting/development
- Conference/event planning and oversight
- Monitor brand integrity/cross company brand coordination
- CRM database coordination and reporting

## Requirements

The nature of the team and size of the organization demands a person with broad experience who can dive deep into specific communication areas. This person needs a can-do attitude and willingness to dig into the details and do what it takes to get the job done. Equally critical to success is the ability to build rapport and gain trust. You will work with a broad range of people and must have good interpersonal skills. You must be able to juggle multiple priorities providing excellent service in all areas and have strong task, organization and project management skills. Responsibilities will require working both alone and with groups and you must be both an excellent listener as well as a strong communicator.

Preference is given to candidates that are tech savvy, have worked in B2B marketing organizations with a relatively large and diverse client base and who are experienced in the following areas:

- Online marketing/website content management – managing web content, postings and content changes

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- Strong written communication skills
  - Solid creative and design skills
  - Conference/event planning and marketing outreach
  - Creative development of marketing materials and brochures
  - CRM systems/data reporting and analysis
  - Hands on experience with the following systems is helpful: Word Press CMS, Adobe CS4 or greater (including InDesign, Illustrator, and PhotoShop), Salesforce CRM system or equivalent, email campaign system

A minimum of 5+ years experience in marketing communication is required for this position.

Chatham Financial is an Equal Opportunity Employer.