

## **Twin Brook Capital Partners**

### **Marketing Coordinator**

#### **Responsibilities:**

- Contribute to the development of marketing campaigns and execution (creative, writing, and proofreading).
- Manage advertising and sponsorship calendar and deliverable deadlines.
- Monitor and report on online advertising performance.
- Coordinate tombstone content and creative for external advertising; liaise with clients and sponsors.
- Event Planning & Coordination: Industry Conferences (arrange speaker / panel opportunities; vet and promote new sponsorship opportunities; coordinate event sponsorship collateral).
- Event Planning & Coordination: Assist in client-facing (annual events; closing dinners; golf outings; cocktail receptions, etc.)
  - ✓ Managing invitations / attendee lists / marketing of events through CRM platforms
  - ✓ Coordinating TB branded items / swag for events
  - ✓ Assist in day-of execution
- Event Planning & Coordination: Internal (holiday party, Chase Corporate Challenge, etc.)
- Manage Twin Brook website content: regular content updates; including deal listings, tombstones, press releases, advertisements, personnel changes; etc.
- Manage Salesforce database.
- Execute email campaigns (via Salesforce) to distribute deal announcements, specialized industry updates, client event invitations.
- Maintain internal brand and marketing properties (PPT and other templates, team bios, team photos, etc.)
- Champion Twin Brook brand internally and externally (LinkedIn, police brand and logo, usage, quality checks.)
- Assist with marketing / promotional items / team swag / event swag.

#### **Requirements**

- Chicago-based
- Undergraduate degree, with strong academic record.
- Two to five years' related experience.
- B2B financial services experience preferred; direct lending or private equity experience a plus.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Proficient in Adobe InDesign, experience with Photoshop and Illustrator a plus.
- Some experience with Salesforce or similar CRM preferable
- Strong attention to detail and strong organizational skills.
- Team player and collaborator; excellent communications skills.
- Must be motivated, organized, flexible, and proactive.

**To Apply:** Interested, qualified candidates please submit your resume and cover letter to: [recruiting@twincp.com](mailto:recruiting@twincp.com). Kindly specify for which position you are applying in the subject line.