Position: Marketing and Events Coordinator

Who We Are:

Renovo Financial is a rapidly growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies and the 2022 + 2023 Top Workplace winner, as recognized by The Chicago Tribune, and 2023 Best Workplace by Inc. Magazine.

Position Summary:

The Marketing and Events Coordinator will support efforts across the entire marketing team. This position will work closely with the Vice President of Marketing to develop strategic initiatives, compelling events, and streamline project management efforts. Our ideal candidate has a keen eye for detail, is extremely organized, has a high degree of intellectual curiosity, and the ability to synthesize complex information to ensure all marketing efforts and events are executed smoothly. This position is eligible for overtime. In this role, you will report directly to VP Marketing at Renovo Financial.

Responsibilities:
- Support national and regional events of various sizes for our loan officers.
- Take end-to-end ownership of event processes and delivery with an "on-time, on-strategy, on-budget" approach including but not limited to
  - Venue selection & Coordination
  - Logistics
  - At even coordination
  - Follow up engagement.
  - Vendor management
- Organize trade show / Conference appearances.
  - Planning and logistics
  - Booth needs.
  - Shipping
  - Speaker slots
  - Marketing Campaigns (with support from design and social team)
- Manage vendor relationship with our gifting platform.
- Assist with analyzing industry trends, marketing conditions and competitor's marketing tactics to identify new opportunities.
- Assist with research and strategy development.
- Assist with planning, initiating, implementing, and managing projects.

Ideal Candidate:

The ideal candidate for this role will have:
- Bachelor's degree and/or related experience of 2+ years in marketing and events management.
- Remote position in the US or Hybrid in the Chicagoland area.
- A stickler for details and a creative self-starter.
- Knowledgeable about current marketing best practices.
- Hungry for experience and excited to learn and grow in a role designed for a newly minted marketer to test the waters and see where they fit best while helping an existing team accomplish its goals and responsibilities.

- Minimal travel may be required.

Behavioral Characteristics:
- **Self-Motivated:** You take on tasks without waiting to be told what to do.
- **Positive Attitude:** You approach situations with a proactive and positive attitude.
- **Determined:** You stay on course even during difficult assignments and you crave opportunity for advancement.
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Openminded:** You always seek to find and develop creative solutions.

Renovo Financial is an equal opportunity employer. Renovo Financial does not discriminate in any employment actions (including hiring decisions) with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity and expression, marital status, disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Renovo offers full-time employees a 401k plan with employer matching, paid time off, observance of company paid holidays, medical, dental, vision benefits for employees and their dependents, voluntary benefit offerings (life insurance and short-term disability), pre-tax FSA, commuter and dependent care benefits, maternity/paternity, hybrid work schedule, and more.