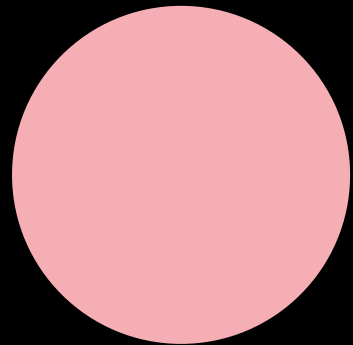
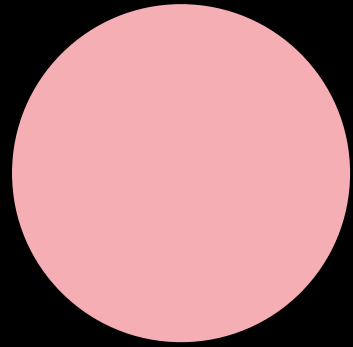


Savanta

**Role Specification:
Marketing Project
Manager**



Classified: Private

Location: London (Hybrid, 1-2 days per week onsite)

Business Area: Marketing

Reports to: Head of Marketing

About the Role:

Marketing Project Manager | Marketing | Boston, New York or London

The Marketing Project Manager is the organizational hub of the Savanta marketing team. This role works across the marketing team to ensure campaigns, product launches, and ongoing programs move through the system seamlessly — coordinating assets, managing project timelines, goals and key deliverables, and keeping delivery on track with high quality across teams and agencies. Additionally, this person works closely with the CMO to track budget and expenses and ensure communication of plans and needs across the Savanta team.

Working closely with **Product & Brand, Demand Generation** and **Lifecycle & Sales Enablement Leads**, this role manages the master editorial and campaign calendar, coordinates deliverables across internal and external teams, and ensure deliverables hit deadlines and quality standards.

This highly collaborative role requires organization, attention to detail, strategic thinking, and the ability to juggle multiple priorities without losing sight of deadlines or quality standards. A strong coordinator will have visibility into all facets of the marketing mix and play a critical role in turning strategy into results.

The role also includes administrative and logistical support to the wider marketing function, ensuring consistent, timely, and high-quality delivery.

Campaign & Content Coordination:

Proven ability to...

- Manage and maintain the global editorial, launch and acquisition campaign calendar, ensuring visibility for all stakeholders.
- Track and coordinate deliverables with agencies, freelancers, and internal teams for content, creative, and campaign assets.
- Ensure timelines are met and dependencies are managed across paid, organic, and owned channels.
- Partner with Product & Brand, Demand Generation and Lifecycle & Sales Enablement Leads to align asset readiness with campaign go-live dates.
- With your colleagues in marketing, ensure broad support across Savanta for marketing programs and needs. Identify opportunities for cross-product promotion or combining campaigns for increased effectiveness.
- Identify opportunities to operationalize our processes and put those concepts into practice.
- Support the Product & Brand lead in publishing, asset uploads, and QA checks across web, email, and social channels.

Execution & Delivery Support:

Proven ability to...

- Manage intake and tracking of new marketing requests, prioritizing in alignment with the overall marketing plan.
- Manage and run cross-functional meetings and processes for growing collaboration across Commercial, Research, Product, and other teams.
- Create and help track marketing budget and spend across the team with the ability to create reports that show spend by product, campaign, and region.
- Upload content to the website, knowledge centre, and marketing automation systems.
- Conduct pre-launch QA for functionality, accuracy, and brand compliance.

Agency & Vendor Management:

Proven ability to...

- Act as the operational point of contact for creative and media agencies, ensuring project status updates are timely and accurate.
- Monitor agency timelines, deliverables, and budget usage, escalating risks where needed.
- Coordinate asset reviews and approvals with internal stakeholders.

Administrative & Team Support:

Proven ability to...

- Schedule and coordinate marketing meetings, prepare agendas, and circulate actions.
- Maintain organized asset libraries, content archives, and campaign documentation.
- Supporting onboarding processes for new hires, agencies, or freelance support.

People & Team:

Proven ability to...

- Liaise with Marketing Ops to ensure campaigns are tracked accurately and performance data is captured.
- Work with Sales Enablement to ensure sales teams have timely access to campaign collateral and messaging.
- Develop a good working relationship with other team members.
- Embody company values and meet performance expectations.
- Act as a strong team player.

Personal Development/ Profile at Savanta:

Proven ability to...

- Develop knowledge around marketing, business trends and applications.
- Develop time and project management skills, demonstrating strong workflow understanding across campaigns and projects.
- Build a visible profile across the team and wider business.
- Promote global best practices, innovation, and collaborative ways of working.
- Contribute positively beyond core responsibilities through initiatives like Career Management.
- Actively own personal development goals and work closely with managers to achieve them.

About You:

You are highly organized, detail-oriented, and thrive in fast-paced environments.

You are able to think broadly across campaigns to align strategy. You can identify needs and opportunities and help align multiple priorities.

You enjoy developing processes and new ways of working that benefit many.

You enjoy managing multiple projects at once and keeping stakeholders aligned.

You're motivated by the satisfaction of seeing campaigns come to life on time and at a high standard.