THERMO BOND BUILDINGS	Job Description MARKETING MANAGER	TBA-HR-FJ-336

REPORTS TO:	CEO & President, Chief Commercial Officer	**PAY:**	Salary
POSITION	Full Time	**FLSA CLASS**	Exempt
DEPARTMENT	Marketing	**SHIFT**	Day

JOB SUMMARY:

Thermo Bond is looking for a driven, creative, and highly organized Marketing Manager to lead and execute marketing across all company locations and divisions, including our growing Solutions business serving new critical infrastructure markets. This is more than a desk job. It is a front-line role where you will own the trade show calendar, keep our brochures and product materials current and controlled, show up at ribbon cuttings and groundbreakings, craft the stories that make people proud to work here, and create content that puts us on the map. You will work closely with the CEO, the President, Thermo Bond's marketing agency, and business development staff, and help shape how the world sees Thermo Bond. If you thrive in a fast-paced environment, love wearing multiple hats, and want your work to matter, this role is for you.

ESSENTIAL FUNCTIONS:

- Execute marketing strategy across all Thermo Bond locations and divisions
- Collaborate with the marketing agency, CEO, and President on campaigns, content planning, and TV, print, and digital marketing deadlines
- Collaborate with the marketing agency on social media content and interact with strategic brands online
- Manage LinkedIn, including weekly company posts, stories, interaction with industry-related content, and bringing personality to the brand
- Support copywriting for project highlights, website content, promotional materials, and internal communications
- Coordinate general website updates that align with social media and brand messaging
- Create and share internal content celebrating anniversaries, milestones, company events, and employee highlights
- Support recruiting and employer branding efforts to attract top talent to Thermo Bond
- Serve as the single owner of the marketing collateral library across all divisions, including brochures, spec sheets, one-pagers, and sell sheets
- Maintain version control on every external document: revision number, revision date, and documented approval before anything is released or reprinted
- Pull superseded materials from circulation and keep the field, the website, and the sales team working from the current release
- Manage and maintain the master PowerPoint repository and marketing collateral templates, including business card templates
- Route product claims, specifications, and performance language through the appropriate technical reviewer before publication

- Plan, coordinate, and support trade shows end to end: booth reservations, freight and shipping deadlines, booth graphics, giveaways, badge and registration lists, on-site setup and teardown, and materials logistics
- Run lead capture at every show and deliver a clean follow-up list to business development within five business days of load-out
- Execute on-site at industry conventions, association events, sponsorships, and customer hospitality events, including tournament and client entertainment weeks
- Represent Thermo Bond at groundbreakings, grand openings, ribbon cuttings, interviews, and community events
- Assist the event coordinator with internal and external events, programs, and company parties
- Manage sponsorships with businesses and organizations that align with Thermo Bond's values and visibility
- Capture and manage photography and press review content during events and on-site visits
- Prepare materials for county, city, and state meetings, legislative visits, and civic engagement where Thermo Bond participates
- Coordinate with outside public relations and government affairs partners on messaging, timing, and materials
- Track local and regional coverage relevant to Thermo Bond and its markets, and flag items that need a response
- Keep community-facing materials consistent with approved company messaging
- Manage outside agency and vendor work across creative, web, print, billboard, and promotional items: briefs in, deadlines held, spend tracked to budget
- Manage business cards, name badges, signage, apparel, and swag inventory across all plant locations, and keep templates current as titles and divisions change
- Organize marketing materials, trade show assets, digital marketing, and company communications
- Manage Thermo Bond swag and the overall experience of interacting with our brand
- Know the do's and don'ts of what can and cannot be posted, and protect sensitive project and customer information while maximizing brand visibility
- Highlight key customers and projects with a clear understanding of what is safe to share publicly and what stays internal
- Work independently or as part of a team, adapting to project needs with urgency and ownership
- Other duties as assigned

REQUIRED SKILLS/ABILITIES

- Strong communication and relationship building skills: must be able to communicate efficiently and network effectively
- Trade show and event execution experience: booths, freight and shipping deadlines, lead capture, and on-site problem solving
- Version control discipline on marketing collateral and brand assets
- Comfort working alongside outside agencies, public relations, and government affairs partners

- Proficient in Microsoft Office: Excel, Word, PowerPoint, Outlook
- Experience managing LinkedIn and other social platforms, including content strategy, scheduling, and engagement
- Experience supporting trade shows and events preferred
- Demonstrated experience managing marketing budgets
- Ability to manage multiple priorities in a multi-site environment
- Sharp editorial judgment: knowing what to share, how to say it, and when to hold back
- Photography skills: comfort capturing moments at events and on-site visits

EDUCATION AND EXPERIENCE

- Associate or bachelor's degree in marketing or a related field
- 5+ years of marketing experience

TRAVEL, HOURS OF WORK, & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing locations Monday through Friday as deemed necessary. The Marketing Manager may be required to travel extensively and may frequently be required to remain out of town on overnight trips in fulfillment of his or her job responsibilities. Trade shows, sponsorships, and community events regularly fall in the evenings and weekends. This position will report to the CEO and the President, Chief Commercial Officer.

PHYSICAL REQUIREMENTS (including but not limited to):

- Prolonged periods sitting at a desk and working on a computer
- Ability to work in cubicle setting
- Must be able to lift up to 15 pounds at times
- Ability to travel, stand, and engage on-site at events and manufacturing locations
- Ability to stand for extended periods during trade show setup, show hours, and teardown

Revision Date	Author	Description
06/04/2026	PVS	Original Release
09/04/2026	[HR initials]	Revision 1 - scope expanded to trade show and event execution, collateral version control, community and public affairs support, agency and vendor management, and support of the Solutions division. Reporting line updated.