

Position: Director of Operations, Form & Function (F&F)

Form & Function is a branding and media development agency that helps organizations create meaningful media and courageous brands. We're looking for a **Director of Operations** who will oversee business operations and continue to build on the tradition of high level, client services F&F is known for. This is a full-time position that is based in Nashville, Tennessee. The Director of Operations will work hand-in-hand with F&F's cofounders to create an internal culture of collaboration, hard work and innovation.

Primary responsibilities include but are not limited to:

- Provide leadership and management to a team of writers, designers and other creatives
- Develop structures and processes that drive both internal and client-facing organizational outcomes
- Spearhead proposal development to ensure a streamlined workflow that leads to smart, compelling cases for working with F&F
- Field inquiries for new projects and advocate for the company when sales opportunities arise
- Collaborate with the Project Manager to ensure high-caliber outcomes and satisfied clients
- Maximize efficiencies of F&F's strategic initiatives and projects
- Operate as the primary lead on client projects, including but not limited to designing marketing strategies and communicating with all stakeholders

Candidates should have:

- Exemplary communication skills
- A highly proficient organizational skill set
- Ability to make presentations in front of executives
- Experience managing teams
- A genuine interest in the branding process
- Media / content development experience is a plus
- 5+ years experience in marketing or communications (Advertising Agency experience is a plus)
- Ability to liaise with senior leadership as well as external clients
- BS/BA in Communications, Business or a related field

Interested candidates should reply to admin@formandfunctionmedia.com with their name, phone number and resume/CV.

