



TrustBridge  
global

MAKING  
GLOBAL  
GIVING  
EASY



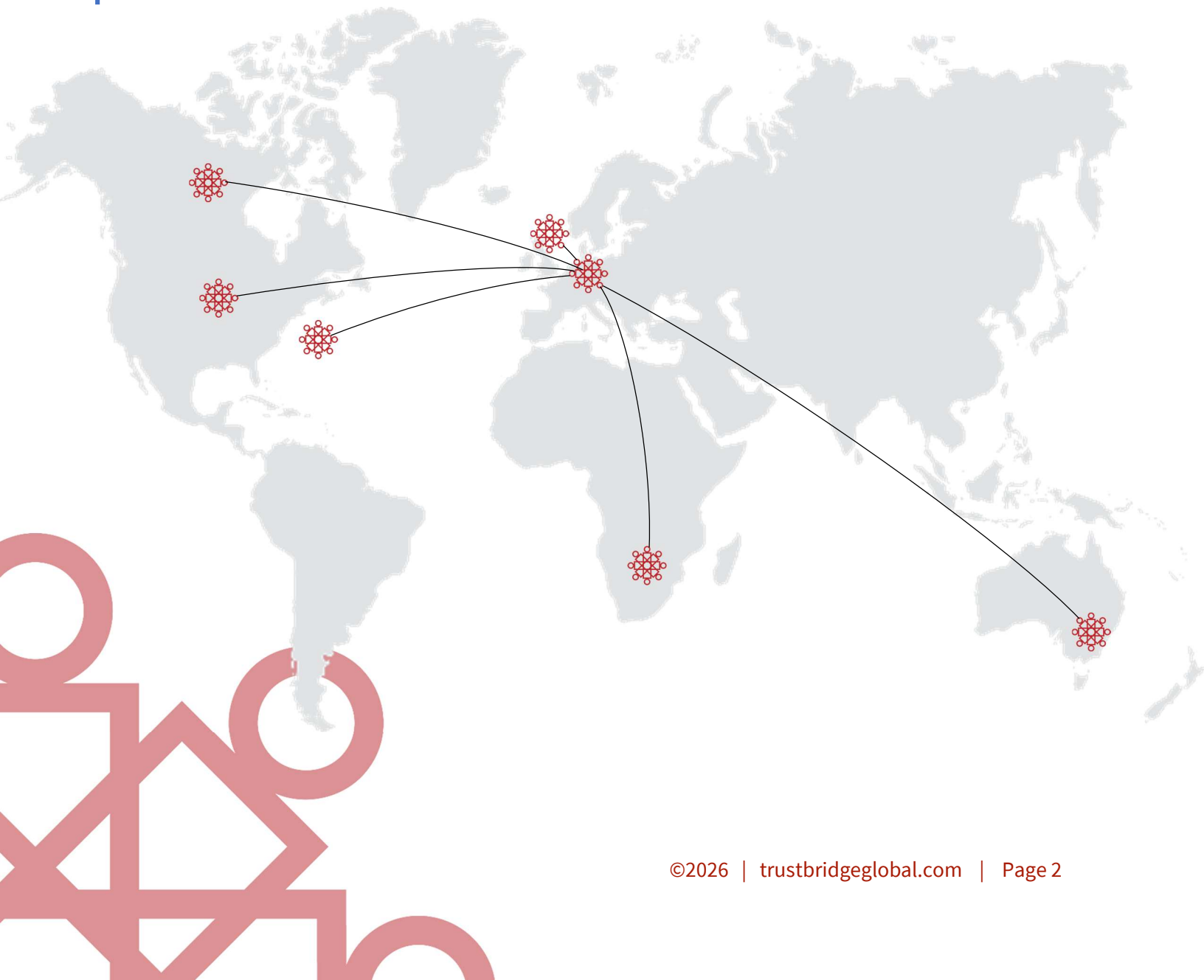
MAKE YOUR  
IMPACT ON  
THE WORLD

Digital Operations Associate

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

**OUR MISSION IS TO MOBILISE RESOURCES  
BY MAKING GLOBAL GIVING EASY.**

**WE DO THIS BY CREATING A GLOBAL  
NETWORK OF GENEROUS COMMUNITIES.**



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES**  
**EVERYWHERE** HAVE ALL THEY NEED TO  
**ACCOMPLISH THEIR MISSION.**



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





### ***Put People First***

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

### ***Trust Our People to Act***

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

### ***Find a Way to Say Yes***

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

### ***Move as Fast as Possible, but Not Faster***

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

## THE FOLLOWING OPPORTUNITY IS FOR A **DIGITAL OPERATIONS ASSOCIATE** WITH A FOCUSED SET OF RESPONSIBILITIES.

### RESPONSIBILITIES AND EXPECTED OUTCOMES

#### 1. **Digital Publishing & Maintenance**

*Responsibility:* Schedule and publish organic and paid content across LinkedIn, Facebook, and email (Brevo). Build email campaigns from supplied designs, execute ads based on direction, and keep digital assets and website pages up to date.

*Expected Outcome:* Consistently published, brand-aligned content and campaigns across all digital channels, delivered accurately and on schedule.

#### 2. **CRM & Marketing Operations Support**

*Responsibility:* Support the management and accuracy of our CRM and marketing operations systems, including contact records, email campaign setup, and data maintenance in Freshsales and Brevo.

*Expected Outcome:* Clean, accurate, and operationally ready CRM and marketing data that supports effective campaign execution and lead management.

#### 3. **Campaign Execution & Digital Automations**

*Responsibility:* Execute defined digital tasks within active campaigns, and support the setup, monitoring, and maintenance of AI agents and marketing automations across digital workflows.

*Expected Outcome:* Reliable campaign execution and well-maintained digital automations that keep our marketing engine running efficiently.

## JOB SUMMARY

### 1. Digital Publishing & Maintenance

- a. Schedule and publish organic content across LinkedIn and Facebook
- b. Execute paid ad campaigns on Facebook and LinkedIn Ads Manager based on supplied direction – including publishing, basic targeting setup, and monitoring
- c. Build and publish email campaigns in Brevo using drag-and-drop templates from supplied designs; support HTML email builds with guidance for more advanced layouts
- d. Update WordPress website pages and content as directed
- e. Maintain digital asset libraries and ensure files are organised and current
- f. Monitor published content and live campaigns for accuracy and flag issues proactively
- g. Support basic webpage creation using supplied creative direction and content
- h. Participate in marketing brainstorming and planning sessions

### 2. CRM & Marketing Operations Support

- a. Manage contact records, data entry, and list maintenance in Freshsales CRM
- b. Support email campaign setup, scheduling, and basic performance tracking in Brevo
- c. Assist with webinar attendee data uploads and contact tagging workflows
- d. Maintain organised records of campaign documentation and marketing data
- e. Contribute to the accuracy and consistency of digital systems and data that support effective campaigns

### 3. Campaign Execution & Digital Automations

- a. Execute assigned digital tasks within campaign timelines and maintain accurate records
- b. Coordinate and organise digital assets and collateral for active campaigns
- c. Assist in running and monitoring AI-powered digital marketing workflows and automations
- d. Support the maintenance and basic troubleshooting of automation tools and agents
- e. Document automation processes and flag performance issues; stay current with AI tools relevant to digital marketing operations

## KNOWLEDGE, SKILLS & ABILITIES

- A genuine passion for learning digital marketing skills and tools — the ability to pick up new platforms, systems, and workflows quickly is the most valued quality for this role
- Embraces hands-on work across digital platforms and enjoys exploring how tools and systems work — from CMS and CRM to email builders, ad managers, and AI-powered workflows
- Strong attention to detail and organizational skills — able to manage multiple tasks and keep work accurate and on schedule
- A self-starter who takes ownership of tasks, follows through on direction, and delivers reliably with minimal supervision
- Familiarity with some of the following is a plus, though not required: WordPress, Brevo, Freshsales CRM, LinkedIn, Facebook Ads, Canva, Microsoft 365, AI tools
- Good written and verbal communication skills in English; thrives in a collaborative, globally distributed team environment

## EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree in business administration, marketing, communications, or a related field
- 1–2 years of experience in digital marketing or a related field preferred — strong fresh graduates are welcome to apply
- Good knowledge of digital marketing strategies, approaches, and concepts
- Experience in a multinational company and/or nonprofit preferred

## WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Regular workdays run from roughly 1700 – 0200 (PH Time) to maximize the overlap with European and US Eastern Time work hours (time spent outside regular work hours for events and event preparations will be offset against regular workdays)
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files
- Willingness to work more than 8 hours per day, as needed; ability to handle pressure during peak periods during the year, availability to handle issues outside of normal working hours
- Benefits include paid time off, paid holidays, employer contributions to health insurance, and annual bonus. Future retirement benefits are anticipated

Contact ([recruiting@trustbridgeglobal.com](mailto:recruiting@trustbridgeglobal.com)) to find out more.

A photograph of a sharp, snow-capped mountain peak against a blue sky with scattered white clouds. The mountain is the central focus, with its peak reaching towards the top of the frame.

GIVING | IMPACT | GLOBAL