



**Position:** Account Coordinator / Account Manager

**Location:** Remote / Work from Home

**Responsibilities:** The Account Coordinator / Account Manager (AC/AM) will be assigned to the Animal Welfare team and is responsible for the day-to-day management of direct response fundraising programs for assigned clients. The AC/AM interfaces with and provides direction to key internal teams (strategy, analytics, data), external partners (creative, digital), and partner vendors (production, media planning/buying, data processing, etc.) to successfully execute the client's program.

Position can be part-time for the right person.

Reports to Courtney Humphries, Account Director

**About the work:** In this role, the AC/AM will play a central role in the day-to-day management of the client's renewal, reactivation, acquisition, and digital fundraising programs, in coordination with key internal and external partners. The AC/AM also has responsibility for creating and managing essential production schedules and calendars to ensure that the client's fully integrated program is delivered on time and on budget.

**General Duties:**

- Oversees and coordinates assigned clients' direct response fundraising campaigns.
- Works closely with other Newport ONE Animal Welfare team members regarding creative, copy, audience/list selection, and other elements to ensure a cohesive, integrated client experience.
- Partners with internal data team, client, and vendors to develop and manage donor mailing files, segmentation strategies, modeling, and accurate data output.
- Partners and negotiates with external partners to ensure that client programs are produced and mailed on time and on budget.
- Provides input and strategic direction in planning stage, creative development, and annual plans.
- Maintains files on all of the clients' activities, client correspondence, approvals, data file/mail plans, tracking sheets, results reports and analysis, etc.
- Leads and participates in meetings, provides preparation assistance, prepares reports, strategy memos and other documents for assigned clients.
- Prepares, communicates, and manages schedules for all client program/project activities; makes sure all projects proceed according to plan and deadlines, drawing attention to potential problems before they occur.
- Manages budgets to ensure adherence to plan. Communicates changes as needed.
- Has a positive attitude, strong organizational skills, excellent client service skills, and solid direct response fundraising knowledge.
- Is self-motivated, a problem-solver, and excellent computer skills (Word, Excel, PowerPoint, Google Drive, etc.)

**About Newport One:** Newport ONE is a leading direct response fundraising agency...but we're different from any agency you've ever experienced. We don't believe in bureaucracy. We are 100% employee-owned and believe in empowering every member of our team to make the best decisions for our clients and our agency. We're an entirely remote (work-from-home) agency, focused on finding the best talent wherever they reside.

The salary and benefits for this position are highly competitive, including a strong base, bonus potential, company-paid medical and dental insurance, and unlimited vacation. Benefits are included for full-time employees.

Please email your resume to [careers@newportone.com](mailto:careers@newportone.com)