

Position: Account Manager/Data Specialist

Responsibilities: The Account Manager/Data Specialist (AM) is responsible for the day-to-day campaign data and reporting needs for Newport ONE (N1) and assigned client accounts. The AM interfaces with the N1 account teams, analytics, planning, digital and other departments and external contractors to implement clients' direct response fundraising programs.

General Duties:

- Oversee and coordinate assigned clients' direct response fundraising campaigns.
- Serve as the data contact for the assigned clients and manage client workflow.
- Provide input in planning stage and strategic plans.
- Maintain files on all of the clients' activities, client correspondence, approvals, data file/mailplans, tracking sheets, results reports and analysis, etc.
- Oversee and coordinate with clients and vendor partners all client data files, segmentation strategies, modeling, and accurate data output.
- Prepare and issue accurate and timely invoices.
- Lead and participate in meetings, provide preparation assistance, prepare reports, strategy memos and other documents for assigned clients.
- Prepare, communicate and manage schedules for all client program/project activities; make sure all media and projects proceed according to plan and deadlines, drawing attention to potential problems before they occur.
- Develop client mailplans, segmentation instructions and source code assignment.
- Coordinate client data exports.
- Lead acquisition list planning with list brokers, draft data processing instructions and oversee data processing activities to meet campaign objectives.
- Lead hygiene tasks including, detailed merges, troubleshooting.
- Upload QC data, campaign reporting and analysis updates.
- Respond to data inquiries from various internal clients and stakeholders.
- Document reporting requirements related to data manipulating and operating procedures.
- Attend industry conferences and participate in developing content and other activities to promote the Newport ONE brand.

Core Competencies and Experience:

- Has a positive attitude, strong organizational skills, excellent client service skills, and direct response or fundraising knowledge.
- Is self-motivated, a problem-solver, and excellent computer skills (Word, Excel/Pivot Tables, PowerPoint).
- Possess project management skills with an ability to work well with others as well as independently.
- Able to work within a corporate, fast-paced team environment while meeting direct marketing plan deadlines.
- Ability to manage multiple tasks simultaneously while remaining organized and accurate.
- Committed to an equitable, inclusive and diverse environment.
- 5-7 years experience in direct marketing, direct response fundraising or data management.

About Newport ONE:

We're not your typical agency. We're Newport ONE, an award-winning agency that has provided direct response fundraising and integrated direct marketing services to nonprofit organizations for more than 35 years. We're seeking the right person to join our innovative team. We're employee-owned and offer a stake in the company so you can benefit from our success. We offer one of the most generous compensation packages in the industry including 100% employer-paid benefits, 401(k) match, and unlimited vacation policy. Remote working environment with occasional need to travel to client meetings/conferences.

Email your resume to careers@newportone.com.