

NEWPORTONE

Position: Account Manager

Location: Remote/work from home

Responsibilities: Our Account Managers work within Client Services teams to support the Account Lead and manage their own direct response fundraising programs on behalf of our clients. The Account Manager serves as liaison between clients, vendors, and internal teams; and they ensure the timely and successful delivery of a wide variety of project management and client facing duties.

Reports to: Caitlyn Hale, Senior Account Director

CORE RESPONSIBILITIES

- Assist Account Lead in developing client annual plans
- Work with Account Lead to develop and execute year-long direct marketing fundraising schedules
- Guide production management and design process for projects
- Draft preliminary client budgets, strategies, list orders, and campaign performance reviews
- Create package specs and bid out client projects
- Verify costs and approve project invoices and budgets
- Track production schedule and deliverables
- Monitor client deliverables and proactively keep projects on schedule
- Proof copy and art for client projects
- Perform weekly reporting

YOUR BACKGROUND

- 5 to 7 years of relevant work experience
- Strong knowledge of Microsoft products (Word, Excel, PowerPoint)
- Basic production knowledge
- Experience with nonprofit fundraising and/or advocacy

YOUR SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS

- Excellent organizational and project/ time management skills
- Excellent proof-reading skills
- Excellent written and verbal communication skills
- Attention to detail, resourcefulness, and high level of accuracy
- Top-notch customer service skills
- Ability to work under pressure, establish work priorities, and multi-task
- Ability to work under short lead times, and can deliver on milestones and deadlines

- Initiative
- Demonstrated ability to exercise discretion and judgement
- Ability to establish work priorities
- Ability to consider and evaluate problems and produce viable solutions
- Positive “can-do” attitude
- Pro-active problem solver
- Comfort with networking

**To apply, please send resume to:
Jill Gregory
careers@newportone.com**