

NEWPORTONE

Position: Senior Account Manager

Responsibilities The Senior Account Manager (SAM) is responsible for the daily contact between Newport One (N1) and assigned client accounts. The SAM interfaces with the N1 art, digital, data and other departments and other external free-lancers and/or vendors to implement clients' direct response fundraising programs.

General Duties:

- ◆ Oversees and coordinates assigned clients' direct response fundraising campaigns
- ◆ Serves as the direct, primary contact for the assigned clients and manage client workflow.
- ◆ Provides input in planning stage, creative development, strategic plans
- ◆ Maintains 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.
- ◆ Prepares and issues accurate and timely invoices.
- ◆ 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 media and projects proceed according to plan and deadlines, drawing attention to potential problems before they occur.
- ◆ Manages budgets to ensure adherence to plan. Communicate changes as needed.
- ◆ Participates in sales activities to both acquire new clients and renew and upgrade existing clients, as requested.
- ◆ Builds strong relationship with clients and serves as client advocate to ensure a high level of client service that aims to reach clients' program goals.
- ◆ Attends industry conferences and participates in developing content and other activities to promote the Newport One brand.
- ◆ 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, etc.)

To apply, please send resume to:

ASHLEY MOORE, ACCOUNT DIRECTOR
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