



Position Announcement Account Executive July 2019

Are you passionate about working with socially progressive nonprofits? Then join our team!

O'Brien Garrett is an award-winning direct response fundraising agency looking for an experienced Account Executive who will play an essential role in the success of our clients' campaigns. An ideal candidate is client-focused, organized, self-motivated, and detail-oriented. If you love the challenge of keeping up with a fast-paced environment while implementing strategic campaigns, this is the position for you.

O'Brien Garrett is a collaborative team environment that encourages professional growth. You'll work side-by-side with a talented group of professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in the Bywater.

Essential Functions

As an Account Executive, you will:

- **Manage the creative process:** Work with creative and art departments to develop campaigns.
- **Collaborate on execution of campaigns:** Work with production partners to identify the best value for clients and serve as the main point of contact for the production partner, providing them with the information and feedback they need to produce an excellent product on time and on budget.
- **Own the schedules:** Develop and maintain all production schedules and calendars, including drafting an annual creative and production schedule based on the budget, a weekly status report and daily action items for the client.
- **Direct status calls:** Lead production meetings – both internal and client-facing production calls.
- **Wrap it up:** Ensure that each final package meets the client's expectations and is executed properly. Manage the billing process to ensure accurate cost estimates, clear project reconciliation and timely billing.

Key Competencies

We have identified the following competencies as key for this position:

1. Customer Focus
2. Dependability
3. Productivity
4. Use of Technology
5. Adaptability
6. Problem Solving
7. Communication
8. Prioritization
9. Project Management
10. Teamwork

Requirements

- Bachelor's degree or equivalent work experience
- A minimum of two years of experience in project management
- Experience in direct marketing and/or production preferred
- Knowledge of Microsoft Office Suite, Google Docs, and project management software