



## Position Announcement

### Account Executive

### 2023

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. The 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 offers a collaborative team environment that encourages professional growth. You will 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 in Bywater and support in-office, hybrid, and fully remote workplace options.

#### Essential Functions

As an Account Executive, you will:

- **Manage the creative and production processes:** Work with creative, design and mail planning departments to develop campaigns from strategic conception, then manage and monitor their execution across internal and client teams using Asana project management software.
- **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 properly executed. Manage the billing process to ensure accurate cost estimates, clear project reconciliation and timely billing.

#### Candidate Attributes

The successful candidate will have some combination of the following attributes:

- A minimum of two years of experience in project management using Asana or a similar project management software
- Knowledge of Microsoft Office Suite, particularly Excel and PowerPoint, Google Docs, and Slack
- Skill at solving problems in a fast-paced environment and working under tight deadlines
- Strong organizational, time management and communication skills
- Experience in direct marketing and/or print or direct mail production preferred

**Competitive pay and benefits.**

O'Brien Garrett offers competitive salaries and a comprehensive benefits package including health benefits that includes both dental and vision insurance, long-term disability, short-term disability and life insurance for all employees, flexible schedules, a minimum of 15 days paid time off, 12 paid holidays, paid parental leave, home office stipend, and 401(k) plan with a 2% employer match and as budget allows, discretionary yearend bonuses.

This role offers a competitive salary based on the cost of labor in the U.S. city where the candidate resides for example, the annual hiring range for the position for a candidate based in Washington, D.C. will be between \$65,000 - \$85,000. Final salary within this adjusted range will also be determined by the candidate's years and type of experience and qualifications.

**To Apply**

Please submit a detailed cover letter, your resume, and the contact information for three references as one PDF to jobs@obriengarrett.com using "Account Executive" with your name as the subject of your email (e.g., Account Executive – Jane Doe).

**We have a commitment to a diverse workplace.**

At O'Brien Garrett, we do not just accept differences, we celebrate them! Our client work focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people and we strive to attract, develop, and retain highly qualified individuals representing the diverse communities we represent. If your experience does not align perfectly with every qualification in the description, we encourage you to apply – you may be the right candidate for this or other roles.