



Position Announcement

Administrative 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 entry level Administrative Account Executive who will play an essential role in organizing, documenting, and tracking the success of clients' campaigns. The ideal candidate for this position is detail oriented, task focused, organized, enthusiastic about technology and software, a quick learner and self-motivated. If you love the challenges of managing the nuances of campaign execution and providing client services support while working in a fast-paced, dynamic team environment, 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 Administrative Account Executive, you will:

- **Provide project management support:** Work with client services, creative design, and mail planning teams in Asana to manage and track deliverables needed to produce award-winning direct marketing fundraising campaigns.
- **Collaborate on campaign execution:** Create, update, and manage production schedules in online task-management software to keep teams organized, deliverables on track and mail dates on schedule and on budget.
- **Track expenses and organize data:** For overall fundraising program budgeting and performance analysis, including reconciling projects, running reports and assisting with data entry for expense tracking and overall campaign reporting.
- **Facilitate team communications:** Coordinate across internal, partner and client teams to route proofs for approval, arrange meetings, assist in preparing presentation decks and share information.
- **Manage the details:** Manage administrative details related to campaign execution, scheduling, project planning and client communications to support the account team.

Candidate Attributes

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

- A minimum of two years of experience in customer service, project management or administrative support role
- Experience with Asana project management software, Microsoft Office Suite (Excel, PowerPoint, Word, Outlook). Experience with Slack and Google Docs is also helpful.
- Skill at detailed task management and follow-through in a fast-paced environment and working under tight deadlines.

- Strong organizational and time management skills
- Experience in marketing, communications, print or direct mail production is helpful.

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 hiring range for the position for a candidate based in Washington, D.C. will be between \$50,000 - \$60,000. 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 "Administrative Account Executive" with your name as the subject of your email (e.g., Administrative 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.