



Position Announcement Account Coordinator 2025

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 Coordinator who will play an essential role in the success of our clients' multi-channel campaigns. The ideal candidate is an excellent communicator, 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 the CBD and support in-office, hybrid, and fully remote workplace options.

Essential Functions

As an Account Coordinator, you will:

- Manage the artwork, data, production and execution processes for integrated campaigns.
- Ensure the agreed-upon strategy is being implemented.
- Build, maintain and run the campaign and production schedules.
- Lead internal and client status calls.
- Manage the client's expense budget.

Candidate Attributes

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

- A minimum of three years of online and offline direct response fundraising experience.
- Knowledge of both online and offline fundraising data, metrics and segmentation.
- Direct mail and email production and execution experience.
- Proficient in Microsoft Office Suite, particularly Outlook (desktop and online) and Excel (desktop and online) and PowerPoint, PDF software, Zoom, Teams, Google Docs, and Slack.
- Excellent organizational and time management skills.
- Strong interpersonal skills to manage client relationships and work well with vendors and the internal team.
- A keen eye for detail.
- Strong written communication skills.
- Ability to work independently and meet deadlines.
- Proactive and critical thinker with good problem-solving skills.

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, 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, DC. will be between \$48,000 - \$53,000. 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 Coordinator" with your name as the subject of your email (e.g., Account Coordinator – 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.