

Position Announcement

Account Coordinator

2025

Are you detail-driven and excited to put your fundraising skills to work for social good? O'Brien Garrett, an award-winning direct response fundraising agency serving progressive nonprofits, is seeking an **Account Coordinator** to support the execution of multichannel fundraising and advocacy campaigns across mail, email, social media, paid media, and analytics platforms.

This role is ideal for someone hands-on with digital tools, comfortable working across multiple channels, and eager to contribute to mission-driven campaigns that create real impact.

Key Responsibilities

- Manage the strategy implementation, creative process, and data collection for integrated campaigns.
- Maintain schedules, deadlines, processes, and budgets to ensure timely execution and organized documentation of campaigns.
- Build, QA, and deploy email campaigns using platforms **such as EveryAction and Microsoft Dynamics**, including segmentation and personalization setup.
- Create, manage, and optimize **Google Ads campaigns with a strong focus on Google Ad Grants**, including keyword research, audience targeting, compliance monitoring, and ongoing campaign optimization.
- Launch and monitor **paid social advertising** on platforms like Meta and LinkedIn using approved creative and targeting.
- Conduct back-end website improvements such as SEO audits, keyword placement, alt text, and UTM tracking, ideally with experience managing content through **WordPress**.
- Use **Google Analytics (GA4)** and **Google Tag Manager** to configure and verify campaign tracking, including event and conversion setup.
- Organize and prepare campaign data for analysis, including downloads from platforms, formatting, and integration across tools, including platforms such as **Preset**.

- Work with the production management company to ensure quality and cost-effective mail execution.
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Qualifications

- 1–3 years of experience coordinating digital and offline marketing or fundraising campaigns, ideally in a nonprofit or agency environment.
- Familiarity with email marketing platforms **such as EveryAction and Microsoft Dynamics**.
- Demonstrated experience managing **Google Ad Grants**, with working knowledge of **Google Ads**.
- Proficiency with **Google Analytics (GA4)** and **Google Tag Manager**.
- Experience implementing **SEO** optimization, preferably with content managed in **WordPress**.
- Experience using **Asana** or similar project management tools to track tasks and manage deadlines.
- Print production management experience.
- Strong computer efficiency, specifically with Excel for campaign tracking and data organization.
- Excellent attention to detail, with a structured approach to quality assurance and documentation.
- Strong time management skills and ability to meet tight deadlines.
- Strong interpersonal skills to manage client relationships and work well with vendors and the internal team.
- Strong written communication skills.
- Proactive and critical thinker with good problem-solving skills.
- Passion for nonprofit missions and advancing social impact.
- Ability to work independently.

Location & Work Environment

O'Brien Garrett is headquartered in Washington, DC, with an office in New Orleans, LA. We support **remote, hybrid, and in-office** work arrangements.

Compensation & Benefits

- **Salary Range:** \$50,000 – \$55,000 (commensurate with experience and location)
 - Health insurance (medical, dental, vision), life insurance, and short/long-term disability
 - Paid time off: 15+ days, 12 paid holidays, and parental leave
 - 401(k) with 2% employer match
 - Flexible scheduling and professional development support
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To Apply

Please submit your cover letter, resume, and three references as a single PDF to **jobs@obriengarrett.com** with the subject line:
Account Coordinator – [Your Name]

O'Brien Garrett is committed to diversity, equity, and inclusion. 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.