

NEWPORTONE

Position: Account Director

Location: Remote/work from home

Responsibilities: The Account Director is responsible for the daily contact between Newport One and assigned client accounts. The Account Director helps develop and promote strategic, creative and analytical offerings to the clients to meet the fundraising objectives. The Account Director is proactive and curious, aiming to be innovative and forward-thinking, identifying trends and opportunities. The Account Director interfaces with the N1 art, digital, data and other departments and other external free-lancers and/or vendors to implement the clients' direct response fundraising programs.

Reports to: Craig DePole, President.

General Qualifications:

- ◆ Is looking to learn, curious and a problem-solver.
- ◆ Has a positive attitude and creates a positive working environment.
- ◆ Is a self-starter and self-motivated
- ◆ Serves as the direct, primary contact for the assigned clients and manages client workflow.
- ◆ Builds strong relationships with clients and serves as client advocate to ensure a high level of client service.
- ◆ Provides valuable input in planning stage, creative development, strategic plans
- ◆ Maintains files on all of the clients' activities, client correspondence, approvals, data file/mailplans, tracking sheets, results reports and analysis, etc.
- ◆ Works closely with Data Specialist to oversee and coordinate with clients and vendor partners on all client data files, segmentation strategies, modeling, and accurate data output.
- ◆ Manages client budgeting to ensure adherence to plan.
- ◆ Participates in the overseeing of P&L for book of business
- ◆ Leads and participates in meetings, prepares reports, strategy memos, creative briefs and other documents for assigned clients.
- ◆ Prepares, communicates, and manages schedules for all client program/project activities; makes sure all media and projects proceed according to plan and deadlines, drawing attention to potential problems before they occur.
- ◆ Attends selected industry conferences and other educational opportunities to stay current with new technologies and strategies
- ◆ Participates in sales presentation and proposal preparations to help identify and win new business opportunities.
- ◆ Has strong organizational skills, excellent client service skills, and excellent direct response fundraising knowledge.
- ◆ Has strong computer skills (Word, Excel, Powerpoint, etc.)
- ◆ Able to travel for client meetings (5-10% of time)
- ◆ Salary range: \$80-\$100K

**To apply, please send resume to:
Jill Gregory, Recruitment Coordinator
careers@newportone.com**