



Opportunity: Account Executive

Who we are

Rudd Resources LLC is a communications and public affairs firm that specializes in communications strategies and programs for philanthropies, nonprofit organizations and equity-engaged businesses. Our agency's work advances people, communities and ideas. We are currently seeking a passionate, hard-working candidate to fill the role of Account Executive (AE).

Title: Account Executive

Category: Client services

Seniority level: Manager

Employment type: Full-time (173.3 hours per month)

Annual salary: Between \$43,000 and \$55,000, depending on experience

Benefits: Employer-supported medical & dental insurance, remote work options, paid time off and participation in an employer-supported retirement savings plan

Reporting and supervision: To an Account Supervisor, Account Director or Sr. Account Director

Overview

The Account Executive provides direct support to the agency's leadership in service to client projects. The AE will be expected to manage, coordinate and support a diverse number of tasks and duties that are parts of the engine that keep our business moving. Day-to-day duties include managing direct client contact under supervision of a senior team member, scheduling, attending, leading and documenting client and team meetings, and writing and editing content, the AE is interested in using their communications skills to shape client strategy, influence outcomes and apply creative thinking skills to anticipate and solve problems. The AE also will spend time working in Microsoft Office, and should be highly skilled in the use of Word, Excel and PowerPoint, in particular.

Responsibilities

- Provide account and administrative support to agency leadership as directed
- Write and edit materials in service to clients and the agency, including communication plans and strategies, media materials, narrative stories and other long-form content, speeches and scripts, internal and external reports, agency case studies, and general correspondence
- Support and help manage the agency's relationships with and overall service to its clients
 - Schedule internal and external meetings with clients and/or consultants
 - Identify gaps in the team's service delivery as well as opportunities to better serve clients
 - Use cloud-based programs and apps to track the progress of agency projects and work with the senior counselors to ensure the timely delivery of product to clients
 - Utilize Microsoft Office, Adobe, Dropbox, Google and other relevant software programs to execute and safeguard the creative products of the agency and its client
 - Interact with agency leadership and clients to manage agreed scope of work
 - Conduct research and return phone calls as needed
- Direct team members, consultants and vendors, as necessary
- Contribute to the maintenance of client databases, inclusive of names, contact information and project summaries of all clients and contacts useful to the agency
- Provide other editorial and administrative responsibilities as assigned

Expectations

- Consistently demonstrate self-motivation, ability to be self-directed and organizational skills
- Represent the agency with professionalism, authority and vision to clients
- Consistently demonstrate excellent reading and writing skills
- Manage all tasks assigned with ethics and accuracy
- Maintain confidentiality with respect to clients' strategies, projects or products
- Be able to attend virtual and in-person off-site meetings and events (including travel, as necessary)
- Utilize project management tools (e.g., Basecamp) to track work, track productivity and meet deadlines
- Ensure good fiscal management of the agency's resources and budgets
- Adhere to all organizational policies, workplace rules, customs, and courtesies to create and sustain a healthy work environment for everyone

Required qualifications

- Five or more years of relevant career experience (including campus work and internships) in public relations, journalism, and project management and planning; agency experience is highly valued
- Documentable work that demonstrates a specialty in two or more of the following areas: client management; project management; content development (writing, reporting, editing); social media management; and, research, data management and analyses
- Evidence of the following skills: critical thinking; verbal and written communications; general math comprehension; familiarity with AP writing style
- Solid understanding of Microsoft Office and cloud-based programs, including Google Drive and Office 365
- Familiarity with social media platforms (Reddit, Facebook, Twitter, Instagram and LinkedIn)
- Typing skills using the QWERTY keyboard (at a speed of at least 25 words per minute)

Preferred qualifications

- Experience or interest in working in a founder-led, start-up environment
- Passion for work that centers equity and inclusion, and views people and communities through an asset-based lens
- Strong listening, problem-solving and service leadership skills; curious and eager to learn
- Coachable and willing to receive feedback, criticism and correction
- Highly trustworthy and able to work both independently and with a team
- Experience with Excel pivot tables
- Multilingual reading and/or writing skills
- Experience handling accounts receivables (vendor invoices)

Where to apply

Submit your cover letter and resume (together, no longer than 3 pages, please) to HR@ruddresources.net