



## About our agency

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.

### Position 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.

<b>Title</b>	Account Executive
<b>Team</b>	Client Services
<b>Level</b>	Manager
<b>Type</b>	Full-time (40 hours per week)
<b>Salary range</b>	\$50,000 and \$70,000 per year, based on specialty(ies) and experience
<b>Benefits</b>	Employer-supported (75%) medical & dental insurance; employer-paid vision coverage; employer-paid short- and long-term disability and AD&D insurance; remote work options; paid time off; and, a retirement savings plan with employer match.
<b>Other</b>	The is an on-site role (working in office 2-5 days a week). This role reports to an account supervisor or director.

### Position details

- 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, including: identifying gaps in the team’s service delivery as well as opportunities to better serve clients; ensuring the timely delivery of product to clients; interacting with agency leadership and clients to manage agreed scopes of work; conducting research; maintaining regular client communications through meetings, phone calls, and written and video methods
- Direct team members, consultants and vendors, as needed
- 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



# Account Executive

## General expectations

- Adhere to all organizational policies, workplace rules, customs, and courtesies to create and sustain a healthy work environment for everyone
- Support the agency's relationships with and overall service to its clients
- Maintain confidentiality with respect to clients' strategies, projects or products
- Contribute to the maintenance of client databases and project summaries
- Support agency marketing (preparing case studies, writing blog content, preparing award submissions, and networking at and serving with industry activities, etc.)
- Consistently demonstrate self-motivation, ability to be self-directed and organizational skills
- Manage all tasks assigned with ethics and accuracy
- Consistently demonstrate excellent reading and writing skills
- Schedule and participate in internal and external meetings
- Utilize Microsoft Office and other relevant software programs to execute and safeguard the creative products of the agency and its client
- Utilize project management tools (e.g., Big Time, Basecamp) to track work, track productivity and meet deadlines
- Ensure good fiscal management of the agency's resources and budgets
- Be able to take on physical/mental/environmental demands that include but are not limited to
  - Tolerance for prolonged and continuous stationary periods at a desk/computer
  - Ability to move throughout and in/out of the office to attend meetings or work in other buildings
  - Ability to push, pull, lift and/or move up to 10 pounds
  - Ability to operate controls for computers and other equipment
  - Ability to participate in virtual meetings, on camera
  - Ability to travel within the Chicagoland region by public transit or private car for off-site meetings and events
  - Ability to work occasional evening and/or weekend hours, generally with at least 24 hours of notice



Position description

# Account Executive

## Required qualifications

- Adhere to all organizational policies, workplace rules, customs, and courtesies to create and sustain a healthy work environment for everyone
- Five or more years of relevant career experience (including campus work and internships) in public relations, journalism, policy and advocacy, and/or project management and planning; communications 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 (minimally, Facebook, Twitter, Instagram, LinkedIn and Reddit)
- Typing skills using the QWERTY keyboard (at a speed of at least 25 words per minute)

## Preferred qualifications

- Interest in one or more of the following topics: racial equity; public health; public transit and transportation infrastructure; community development; education systems
- 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 with time-entry based work and handling accounts receivables (vendor invoices)

## How to apply

Submit your cover letter and resume (together, no longer than 3 pages, please) to [administration@ruddresources.net](mailto:administration@ruddresources.net).

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