

# ACCOUNT MANAGER

## WE ARE LOOKING FOR YOU!

Are you organized, hard-working and looking for a dynamic work environment? Do you want to help non-profit organizations reach audiences and raise money by managing their integrated campaigns and delivering them seamlessly to market? If so, then this position may be for you!

The Account Manager (AM) is the execution lead on a client team, partnering with an Account Director. Working across a group of clients (3-5), the AM's topline responsibilities include day-to-day client communications, campaign execution and delivery.

## MUST HAVES

- Minimum 3 years project / account management experience in a professional environment
- Solid team player with a strong client service focus
- Detail-oriented with superior organizational skills
- Ability to work in a fast-paced environment
- Excellent and proactive verbal and written communication skills
- Clear editing and strong proofing skills
- Ability to take initiative and work independently, while still collaborating and being a team player
- Ability to multi-task and juggle competing priorities
- Strong computer software ability in MS Outlook, MS Word, MS Excel, MS PowerPoint, MS Teams and Adobe Acrobat
- Positive outlook and work collaboratively, striving to meet team goals

## ASSETS

- Not a requirement, but we consider past agency experience working directly with clients an asset for this role.

## RESPONSIBILITIES

- Responsible for day-to-day client communications and managing the execution and delivery of client campaigns
- Managing timelines for integrated campaigns incl. digital media, email, landing pages, video, direct mail - communicating updates internally with our Operations team, and externally with clients
- Developing, refining and briefing campaign documents including email and print productions matrices, digital and creative execution briefs
- Managing all creative revisions back and forth between client and Creative Studio until final approval
- Reviewing final creative for QC and sending to production teams for upload

- Updating and presenting weekly client status notes
- Booking internal and client-facing meetings
- Acting as a back-up for the Account Director as required, including vacations, illness, conferences, etc.
- Collaborating with team members across departments in the agency - Creative, Data, Digital & Print Production, Operations and Strategic Solutions

## WHO IS BLAKELY?

We are a diverse and smart team who value transparency, collaboration, hard work, and curiosity. We value people above all else and we demonstrate that in our team, in our work, and within the amazing relationships we nurture every day with our clients.

As a workplace which strives to create a culture based on inclusivity and teamwork, we believe that our culture is our biggest competitive advantage. We provide equal opportunity to all employees and applicants without regard to race, religion, colour, gender identity, age, sexual orientation, neurodiversity or disability, visible or invisible.

We need YOU - an accomplished **Account Manager** who wants to make a difference in the world - to join our Client Relationships team.

**Salary Range:** The starting salary range for this position is **\$50,000-\$60,000** (full potential ranges up to \$70,000) commensurate with experience. In addition, a comprehensive benefits package including health, dental and vision care, 3 weeks' vacation plus an additional 9.5 Blakely days off (half day Fridays before each long weekend and the office is closed for one week at the end of December each year).

**Location:** This is a location-flexible work from home position, within Canada. Maintaining a good working relationship is key to success, so we gather our entire team together 3 - 4 times a year in Aurora, ON. There will be department meetings or 1 on 1 meetings with your manager in person required throughout the year. For those that live 150KMs or more away from Aurora, ON we cover all travel expenses in line with Blakely's travel policy. In addition, if you are in a client facing role, there will be in person client meetings required, dependent on the client and Blakely needs, with reimbursement for travel based on Blakely's travel policy.

## HOW TO APPLY

If this description sounds like you, please send your resume to us at [careers@blakelyfundraising.com](mailto:careers@blakelyfundraising.com) no later than **11:59 p.m. on March 7<sup>th</sup>, 2025**. We thank all those who apply, however, only candidates of interest will be contacted.

Begin your journey with us in 2025, and let's inspire people to do more.

Blakely Inc.