

JOB TITLE: ACCOUNT EXECUTIVE**DEPARTMENT: CLIENT SERVICES AND STRATEGY**

Salary Range: \$70K - \$90K

Are you ready to apply your analytics, marketing, and strategy knowledge to helping many of the world's most impactful non-profit organizations push for change and improve the world we live in? If so, Integral is the right place for you. We help progressive nonprofits maximize their efforts to raise the funds they desperately need to work on issues related to protecting the environment, children's health, animal welfare, medical emergencies, among other issues.

WHO WE ARE:

Integral is a leading analytical and strategic consulting firm serving the nonprofit community. We are a dynamic, innovative, entrepreneurial, client-focused consulting team and we are seeking local candidates with the same qualities in addition to a good sense of humor to work in our Washington, DC office.

Interested applicants may send a cover letter and resume to jobs@integral-dc.com.

ESSENTIAL FUNCTIONS OF THIS JOB:

The Account Executive serves as the day-to-day strategic partner for a portfolio of nonprofit clients. This role combines client relationship management, analytical interpretation, project coordination, and strategic consulting to help clients achieve their fundraising objectives. The Account Executive works closely with clients and internal teams to translate data into actionable recommendations, guide decision-making, and ensure the successful execution of client initiatives.

KEY RESPONSIBILITIES**Client Relationship Management**

- Serve as the primary day-to-day contact for assigned clients.
- Build and maintain strong relationships with client stakeholders.
- Understand client goals, priorities, and challenges and ensure work is aligned to organizational objectives.
- Coordinate internal resources to deliver high-quality work and exceptional client service.
- Respond to client requests and inquiries in a timely and professional manner.

Strategic Consulting

- Develop a deep understanding of each client's fundraising program, performance metrics, audience strategy, and business model.

- Translate fundraising performance and analytical findings into actionable recommendations.
- Identify opportunities, risks, and emerging trends that may impact client performance.
- Contribute to annual planning, forecasting, budget development, and long-term strategic planning efforts.
- Support clients in making data-informed decisions that drive fundraising growth and program effectiveness.

Project Management

- Manage multiple client projects and priorities simultaneously.
- Coordinate project timelines, deliverables, and internal stakeholders to ensure successful execution.
- Anticipate project risks and proactively communicate potential challenges and solutions.
- Ensure work is completed accurately, on schedule, and consistent with client expectations.
- Maintain organized project plans and documentation.

Communication & Presentation

- Develop client-facing presentations, reports, and strategic recommendations.
- Present findings, insights, and recommendations in a clear and compelling manner.
- Effectively communicate complex analytical concepts to both technical and non-technical audiences.
- Facilitate productive discussions that support decision-making and problem solving.
- Collaborate across teams to communicate priorities, recommendations, and next steps.

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience.
- 5+ years' experience in account management, consulting, nonprofit fundraising, marketing analytics, direct response fundraising, or a related field.
- Strong analytical and problem-solving skills.
- Ability to interpret complex data and translate findings into actionable recommendations.
- Excellent written, verbal, and presentation skills.
- Proficiency in Microsoft Excel, including data analysis and pivot tables.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Demonstrated ability to work collaboratively across teams and functions.

SUCCESS IN THIS ROLE

Successful Account Executives build trusted client relationships, leverage data to inform strategy, manage projects effectively, and proactively identify opportunities to improve fundraising performance. They are able to balance strategic thinking with strong execution and serve as a reliable partner to both clients and internal teams.

ALL INTERESTED APPLICANTS MUST SUBMIT RESUME, COVER LETTER WITH SALARY REQUIREMENTS.