

JOB TITLE: ACCOUNT COORDINATOR

Salary Range: \$50K - \$70K

DEPARTMENT: CLIENT SERVICES AND STRATEGY

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 candidates with the same qualities in addition to a good sense of humor.

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

ESSENTIAL FUNCTIONS OF THIS JOB:

The Account Coordinator supports senior client services staff and coordinates with internal resources to help meet analytical, strategic, and reporting needs for our clients. This is an excellent opportunity for anyone interested in developing a foundation within fundraising, data analysis or data management. The Account Coordinator will primarily:

- Assist in presentation creation and contribute to macro level trend analysis.
- Coordinate meetings and calls and distribute notes for the client services team.
- Conduct data entry and data mapping around direct marketing campaigns.
- Manage internal resources and timelines to support and to fulfill clients' analytical, strategic and reporting needs.

KNOWLEDGE/SKILLS:

- **Required**
 - Strong written and verbal communication skills.
 - Excellent attention to detail.
 - Knowledge and experience with Excel.
 - Desire to develop a foundation around fundraising, data analysis and/or data management.
 - Self-starter who is not afraid to take initiative in refining and developing internal processes designed to improve efficiency and/or to help manage internal resources more effectively.

- **Desired**
 - Prior experience working within non-profit fundraising, direct marketing or media buying.

COMPLEXITY/PROBLEM SOLVING:

- Ability to coordinate projects with many variables, set realistic deadlines, and manage a timeline.
- Experiment to find creative solutions and cultivate the ideas of others to identify potential solutions.

DISCRETION/LATITUDE/DECISION-MAKING:

- Exercise independent judgement. Work affords significant opportunity to act independently on assigned tasks.
- Must gain cooperation from individuals across the company to accomplish analytic goals.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Consistently demonstrate positive, and approachable attitude/demeanor and discretion.
- Ability to clearly communicate the status of tasks to others.

CLIENT INTERACTIONS:

- This role involves some client interaction and the desire is for this team member to develop the knowledge and skills necessary to grow into a position that can cultivate and strengthen existing client relationships.
- This role requires the ability to communicate with clients in a clear and concise manner.

PROOF OF COVID 19 VACCINATION REQUIRED.