

JOB TITLE: ACCOUNT COORDINATOR

DEPARTMENT: CLIENT SERVICES AND STRATEGY

Who We Are:

Integral is a leading analytical consulting firm serving the nonprofit community. We partner with mission-driven organizations to uncover insights, solve problems, and drive smarter fundraising decisions. We value creativity, curiosity, technical excellence—and a good sense of humor.

Interested applicants should send a cover letter and resume to jobs@integral-dc.com. Background check required. Salary Range: \$50k to \$70k.

About the Role

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.
- Manage internal resources and timelines to support and to fulfill clients' analytical, strategic and reporting needs.

What You'll Do

- 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.
- Exercise independent judgement. Work affords significant opportunity to act independently on assigned tasks.
- Gain cooperation from individuals across the company to accomplish analytic goals.
- Ability to clearly communicate the status of tasks to others.
- Communicate with clients in a clear and concise manner.

What You Bring

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 consulting.