

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 manages client relationships and the internal resources necessary to meet analytical, strategic, and reporting needs for our clients. The Account Executive is a key member of the team who will:

- Act as primary point of contact for a suite of clients, proactively managing relationships and communicating areas of opportunity or concern to senior staff.
- Cultivate and strengthen existing relationships to ensure Integral has a stable foundation from which to continue to explore new business opportunities and innovations.
- Manage internal resources and timelines to support and to fulfill clients' analytical, strategic, and reporting needs.
- Collaborate with the Data and Analytics team, other senior staff, and colleagues to develop innovative strategies or service offerings.
- Make sound decisions based on analysis, experience, and judgment.
- Present findings to clients, outlining key opportunities and challenges.

KNOWLEDGE/SKILLS:

- Effective communication and presentation skills.
- Knowledge and experience with Excel and pivot tables.
- 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.
- Prior experience in account management, project management or another client-facing role.
- Prior experience working within non-profit fundraising, direct response or media buying.

- Ability to coordinate projects with many variables, set realistic deadlines, and manage a timeline.

CLIENT INTERACTIONS:

- This role involves frequent client interaction and providing clear insight into the data's meaning to inform strategy.
- The goal is for the candidate to grow to a position to be providing strategic recommendations and creative solutions to the challenges faced by our clients.

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