

**JOB TITLE: ACCOUNT EXECUTIVE**

**DEPARTMENT: CLIENT SERVICES AND STRATEGY**

**Salary Range: \$60K - \$90K**

**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](mailto: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:**

- Strong 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 an account management, project management or other 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 meaning of the data in a manner 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 AND COMPLETE THE PREDICTIVE INDEX ASSESSMENT. PROOF OF COVID 19 VACCINATION ALSO REQUIRED.**