



Title of Position: Account Executive

Status: Full-time

Location: Raleigh, NC

Reports to: Director of Client Success

Compensation: \$45 - \$50k (total compensation package: \$60 - \$65k)

Summary: to represent Angel Oak Creative and its clients with the utmost integrity across all marketing disciplines; to work under the general direction of the Director of Client Success to coordinate and execute comprehensive marketing strategies.

JOB SPECIFICATIONS:

ACCOUNT MANAGEMENT

- **Strategy:** creating marketing and campaign strategies (including budgets + production timelines)
- **Brand Integrity:** guiding the creation of brands, visual identities, campaigns and collateral by working alongside of the creative department
- **Client Relations:** fostering relationships, maintaining communications, leading client meetings
- **Account Growth:** identifying opportunities to grow existing accounts

ACCOUNT WORK

- **Execution:** executing service offerings with high efficiency and excellence: strategy, branding, campaigns, digital/content marketing, design, multimedia, storytelling and public relations
- **Project Management:** prioritizing clients and internal team to facilitate project deadlines and ensure quality/on-time deliverables
- **Copywriting:** creating persuasive written content for the purpose of increasing brand awareness and ultimately persuading an audience to take a particular action.
- **Research and Development:** monitoring and assessing sector and marketing trends to proactively capitalize on opportunities for clients and Angel Oak Creative

COMPANY-WIDE

- Upholding Angel Oak Creative's:
 - **guiding principle:** to glorify the Lord in all that we do
 - **core values:** generosity, gratitude, grace, grit
 - **thought leadership:** agency position in marketing and nonprofit industries

REQUIRED SKILLS:

- Ability to take ownership of projects and pay extreme attention to detail
- Advanced comprehension and ability to articulate visual narratives
- Ability to apply brand language across multiple touchpoints
- Demonstrated experience with metrics and optimization of performance
- Ability to think quickly, problem solve and work in a world of fast-paced deadlines and toggle between multiple clients/projects at once
- Strong project management, including ability to work with others to plan, schedule and execute projects to completion; time-management skills are vital
- Excellent verbal and written communication skills
- Ability to confidently present ideas and recommendations in any setting
- Strong interpersonal skills when interacting with staff/clients/the public
- Ability to process direct, constructive criticism in a positive manner
- Ability to excel in an entrepreneurial environment where work pressures, disturbances in workflow and unforeseen incidents occur on a regular basis
- Ability to make ongoing prioritization and re-prioritization decisions
- Strong collaborative instincts; ability to work seamlessly and cross-departmentally
- Ability to learn and understand company platforms and processes quickly
- High proficiency in digital marketing and content strategy including website development, social media, email marketing and online advertising
- High proficiency in/mastery of Microsoft Office, Facebook, LinkedIn, Twitter, Instagram, Hootsuite/Sprout Social, Mailchimp/iContact/Constant Contact
- Proficiency in Google Business, Google Analytics, Asana, Harvest, Slack, Monday.com, Dropbox, YouTube and WordPress

EXPERIENCE:

- 3+ years of experience in agency or corporate communications required
- Bachelor's degree in journalism or mass communications, or equivalent level of professional experience, as demonstrated by current resume/portfolio encouraged
- Demonstrated nonprofit investment and/or passion preferred

Application Process:

Please visit angeloakcreative.com. If, upon review, you are passionate about Angel Oak Creative's mission and nonprofit work, please complete our form at angeloakcreative.com/jointheteam. Only qualified candidates will be contacted.

About Angel Oak Creative:

At Angel Oak Creative, we believe that nonprofits have the power to change the world, and this drives everything we do. Because we envision a world where every nonprofit realizes its full potential, we empower them to inspire and activate their communities. The more effectively nonprofits can communicate, the closer we'll come to making our vision a reality.