Job Description

**POSITION** Account Executive  **LOCATION** Remote, Pittsburgh Based

**STATUS** Full-Time

**The Job:**

Rebel Fox Farm is seeking a new farmhand. We need a talented marketing account executive to help support the agency's growing list of clients. This job is for someone who is passionate about developing strong client relationships and works well across various disciplines to deliver work that exceeds client expectations, while staying on time and within budget. The Account Executive will train to become a strategic brand steward. Training includes business strategy, market research, customer insight, and brand strategy. Training includes required reading. The right candidate is curious, proactive, detail-oriented, wickedly resourceful, and eager to develop into a senior brand steward for our clients.

**Job Responsibilities:**

* Client focus
	+ Support, and at times, lead client projects from planning through implementation, delivering on-budget, and on-time (print, email, website, video, digital advertising, social, PR, and events)
	+ Act as the day-to-day client contact, while also keeping the team and client apprised of progress by maintaining status reports, measurement reports and dashboards
	+ Provide clear and concise communication between client and internal teams to ensure work is being delivered accordingly
	+ Develop and continually update budgets and timelines
	+ Collaborate with our outside agency partners and vendors to develop relevant, effective, breakthrough work
	+ Collaborate with our media agency partner to implement, measure, and reconcile media expenditures
	+ Participate in brand strategy initiatives to help reposition brands and develop new messaging platforms
	+ Write strategic content for clients (sales presentations, pitch decks, etc.)
	+ Manage website updates through clients’ CMS
	+ Plan, manage, and implement CRM programs via Mailchimp (will train)
* Agency focus
	+ Support agency RFI responses and pitches
	+ Support agency marketing through web, email, and blog updates
	+ Participate in planning for the agency
	+ Participate in agency trainings to learn new skills

**Qualifications:**

* Bachelor’s Degree in marketing, communications, advertising, business, or a related field
* 3-5 years of advertising agency experience
* Outstanding account management and presentation skills
* Hands-on experience helping to develop marketing communication projects and program implementation
* Ability to be self-directed

**Preferred Experience:**

* Social media experience
* Platform/Software experience a plus:
	+ Meltwater
	+ Mailchimp
	+ Google Analytics
	+ Klipfolio
	+ Craft CMS
* General understanding of email marketing and UX design
* Exceptional attention to detail and the ability to multitask is a must
* Healthcare, legal, nonprofit, sports, and outdoor category experience

**Benefits:**

* Great ideas come from happy people—we place emphasis on work-life balance
* 2 weeks paid vacation
* 5 personal days
* 7 holidays
* Health benefits
* Retirement savings account

**Location:**

* This job is remote, enabling the team member to work from home. Travel is required for in-person client meetings and in-person, Rebel Fox Farm team meetings.

**Status:**

* This is a full-time position. Depending on the individual's needs, a part-time position could be developed.

**Compensation:**

* Salary is commensurate with experience.