

Job Description: Ask Direct Account Executive

December 2025

Do you love spreadsheets?

Do you use colour coded gmail labels and have 0 unread emails?

Do you live and die by your schedule?

In other words, if you were a member of the Friends' cast, would you be Monica?

If you've answered yes to the above – Ask Direct has the role for you!



We are looking to recruit an uber organised Account Executive with a passion for the not-for-profit sector to join our team.

And yes, we love a good spreadsheet joke, but this is also a role where precision, pace and responsibility matter.

This is a fantastic opportunity to join a high energy agency, work with some of the best charities in Ireland... and help to change the world just a little bit.

In a nutshell, as an Account Executive at Ask Direct you will:

- Keep campaigns running smoothly from start to finish
- Be the go-to organiser and coordinator between clients, creatives, and suppliers
- Manage data, production, schedules, and quality control
- Help charities raise millions to do world-changing work!

Conditions of Employment

Contract: Permanent (subject a 6-month probation period).

Salary: €26,000 - €34,000 (depending on experience specific to this role).

Hours of work: 35 hours per week.

Hybrid: Highly flexible; remote-first with regular in-person meetings, presentations, training and monthly team meet-ups in Dublin.

We strive to be a family-friendly workplace and can consider flexible working arrangements.

Some of the Key Benefits for you:

- Highly flexible working arrangements
- Paid working from home allowance
- Paid sick leave
- Paid maternity leave (6 weeks)
- Paid parents leave top-up
- Pension scheme with employer contributions
- 27 days annual leave plus Good Friday & Christmas Eve
- Unpaid extended leave options
- Employee assistance programme
- Employee curated culture & wellness programme
- Monthly team food & drinks
- Paid-for professional development
- Paid study leave
- Workplace flexibility for parents, guardians or carers
- Pet-friendly workplace
- The opportunity to work with a wide range of clients on exciting campaigns

We welcome applications from people of all backgrounds and lived experiences. If you're excited about the role but don't meet 100% of the criteria, we encourage you to apply.

Job Description

Role: Account Executive

Reports to: Account Director

Salary Range: €28,000 - €35,000 DOE

Closing date: Friday 09 January 2026 at 12noon

Interview date: Monday 19 January 2026 (in person)

Purpose:

The Account Executive plays a central role in coordinating and delivering client campaigns. You'll support the client service team, manage production elements, oversee data and quality control, and help ensure every campaign runs smoothly and professionally. You'll build strong working relationships with clients, creatives, suppliers and colleagues - and you'll be essential in making great work happen.

Key Responsibilities:

1. Client Servicing

- Build and maintain strong client relationships
- Support Account Managers in campaign delivery
- Attend client meetings and presentations
- Prepare status updates and reports
- Source materials and assist with shoots (photo/video)
- Bring a little "surprise and delight" to client care

2. Account & Campaign Administration

- Create and manage detailed project schedules
- Coordinate timelines with client service and creative teams
- Keep status reports, contact reports, and meeting notes updated
- Manage creative feedback and approvals
- Coordinate all campaign logistics and asset sourcing

3. Production & Quality Control

- Support production across print, mail, digital and other channels
- Source quotes and manage suppliers within budget
- Review and approve artwork, print proofs, and data proofs

4. Data Management

- Prepare, check, and manage client data for campaigns
- Work with suppliers on data briefs and technical requirements
- Ensure accuracy and compliance with specifications

5. Team Contribution

- Support colleagues and contribute to a positive team culture
- Share knowledge and provide constructive feedback
- Take responsibility for your own development

6. Supporting Ask Direct's Values

- Work with passion, integrity and a results-driven mindset
- Seek learning opportunities and continuous improvement
- Bring an entrepreneurial approach to your work

Key Skills & Experience Desired:

- Strong communication and client-management ability
- Experience in project administration or campaign production
- Excellent attention to detail
- Comfortable working with data and spreadsheets
- Ability to manage multiple deadlines in a fast-paced environment
- Strong collaboration skills and supplier coordination experience
- Passion for delivering high-quality work

Personal Attributes Required:

- Highly organised and proactive
- Problem-solver who stays calm under pressure
- Positive, enthusiastic, and eager to learn
- Able to work independently and as part of a team



Application Process

We welcome applications from people of all backgrounds and lived experiences. If you're excited about the role but don't meet 100% of the criteria, we encourage you to apply.

Please read the application instructions carefully.

To apply, please send a CV to Inga Byrne, inga@askdirect.ie together with a letter of application outlining:

- Why you'd like to work for Ask Direct in particular,
- Why the Account Executive role appeals to you and
- How you'd contribute to the company.

We're looking for creative candidates, who want to work for Ask Direct, and are right for this role - so no generic cover letters where you copy and paste the name of the company! 😊

The title of the role should appear in the subject line of the email along with your name, and both your CV and letter should be an attachment to the email in PDF format.

Applications close on Friday 09 January 2026 @ 12noon.

Interviews will be held on Monday 19 January 2026.

Interviews will take place in-person at Ask Direct, Castleriver House, 14/15 Parliament Street, Dublin 2, D02 FW60.



About Ask Direct

Ask Direct is Ireland's leading individual-giving fundraising and direct marketing agency. And in 2026, we turn 20 years old.

For two decades, we've been obsessed with one thing: helping good causes change the world.

We partner with some of Ireland's most inspiring and ambitious nonprofits to bring in new supporters, give them great supporter experiences, and raise millions of euro for the issues that matter most.

Our vision is simple: a world where more people feel moved, and empowered, to take action for the causes they care about. Because lasting change happens when people give their time, their money, and their voice.

At Ask Direct, we blend insight, creativity, and expert execution to help organisations spark action and grow impact. We dig into what motivates people, craft ideas that inspire them, and build campaigns that turn intention into real-world change.

And as we head into our 20th year, we're not looking back — we're building what comes next. There'll be celebrations (obviously), but more importantly: new ideas, new learning opportunities, new ways of helping nonprofits grow. And anyone who joins us now won't just witness that next chapter - **they'll help shape it.**

We also know great work starts with great people. That's why we focus on hiring the brightest, most curious, most passionate talent, so we can give every client our very best and keep delivering results that matter.

Our current and recent clients include ARC, Arthritis Ireland, CRITICAL, Cork Simon Community, Dogs Trust, Educate Together, EMMAUS, Galway Simon Community, Irish Guide Dogs for the Blind, Missionaries of the Sacred Heart, Oxfam, Socialists & Democrats, South East Simon, Trócaire and the University of Glasgow.

Frequently Ask Questions

What would my salary be?

The salary range for this role is **€28,000–€35,000**, depending on your experience.

If you meet most of the criteria and have relevant campaign/production experience, you'll likely be towards the higher end. If you're newer to direct marketing or fundraising, you'll start on the lower end — and grow from there.

What does a typical day look like?

Short answer: **busy, varied, and never boring.**

Longer answer: you'll jump between projects and clients, managing schedules, data briefs, production elements, updates, and approvals.

In one day, you might: check and prepare campaign data, brief a creative update, review print proofs, coordinate with a supplier, update a client report, attend internal and client meetings, catch something in QC that saves the day and colour-code a spreadsheet (for joy, obviously)

Every day is different, but if you like variety and structure side-by-side, you'll thrive.

How much data work is involved?

You won't be writing code or doing statistical modelling — but you *will* handle lots of spreadsheets, campaign files, segmentation lists and checks.

Think:

- checking data accuracy
- spotting anomalies
- following and preparing detailed briefs
- preparing files for suppliers
- ensuring GDPR-safe handling

If you're comfortable with spreadsheets and love a good VLOOKUP (or at least aren't afraid to learn it), you're good.

Will I get training?

Absolutely. We don't expect you to know everything on day one. You'll receive:

- structured onboarding
- shadowing on client accounts
- guidance from Account Managers and Directors
- training across production, data, and campaign processes
- paid professional development opportunities

We invest in people. If you grow, we grow.

What are the progression opportunities?

Lots! We've had colleagues start in junior roles and grow into client management, creative, digital, strategy, research, and leadership positions.

Your development path depends on:

- what you're great at
- what you love
- where you want to go

If you consistently deliver excellent work and show initiative, you'll have room to grow quickly.

How often will I be expected to be available in-person?

We operate a flexible hybrid model. Most work happens remotely, but you'll need to be available for:

- in-person client meetings (ad hoc)
- occasional shoots or supplier visits
- monthly in-person team days in Dublin (with lunch + drinks!)
- training sessions or project planning days

Your manager will help plan this so it works for you and for clients.



What's the culture like at Ask Direct?

We're friendly, fast-paced, supportive and mission-driven. We care about the work *and* the people doing it.

Our team is:

- collaborative (no lone wolves required)
- flexible (life happens, we get it)
- curious (we love ideas)
- passionate about making a difference

There are pets. There are baked goods. There is colour-coding. It's a good time.

What's the hardest part of the job?

The pace. Direct marketing deadlines can be tight, and campaigns often involve many (MANY!) moving parts - data, artwork, suppliers, clients, approvals, production schedules.

If you love organisation, checklists, and keeping many things on track at once, you'll be in your element. If not, this might not be the role for you.

What's the best part of the job?

You're doing meaningful work that actually matters. You'll help charities raise money for homelessness, animal welfare, health, environment, education, social justice and more.

Plus: the team. People at Ask Direct support each other, cheer each other on, and know how to laugh even when the schedule is full.

Got another burning question not covered above?

Drop Inga a line at inga@askdirect.ie and she'd be happy to answer.