

Job Description:

Fundraising / Direct Marketing Account Executive

April 2018

Introduction

Ask Direct is Ireland's leading individual giving fundraising and direct marketing agency. For more than a decade, we have been helping some of Ireland's best and most dynamic non-profits to recruit tens of thousands of new supporters and raise millions of euro.

Our vision is to make the world a better place by consistently being the individual giving agency who everyone wants to work with, where everyone wants to work, and that gets the best results for our clients.

We aim to build successful and profitable relationships with clients by hiring only the best people to deliver the best expertise.

Among our current and recent clients are Breakthrough Cancer Research, CBM Ireland, Cork Simon Community, Dogs Trust, Don Bosco Care, Galway Simon Community, Irish Guide Dogs, Labour Party, LauraLynn, Mater Foundation, RCSI, Sightsavers and Trócaire.

We are now seeking to recruit a brilliant Account Executive to join our team.

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

Job Description

Role: Account Executive

Reports to: Account Manager

Direct Reports: None

Purpose:

The Account Executive supports the work of the Account Managers, acts a key contact point for clients and co-ordinates the print and production of client campaigns.

Responsibilities:

1. Client Management

- Work with the Account Mangers and Head of Client Campaigns to deliver projects for clients.
- Liaise with creative, insight and account teams to ensure the effective execution of client campaigns.
- Provide input into the creative development of campaigns.
- Source photos, carry out background research, attend photo shoots and provide other necessary support to client campaigns.
- Prepare and manage campaign schedules.
- Prepare regular status reports for all key clients.
- Act as a day-to-day contact for clients particularly during the production phase of campaigns.
- Attend client meetings and presentations as required.

2. Production & Quality Control

- Work with the Account Managers to ensure campaign production is managed to the highest possible standards and in line with Ask Direct's production and quality control processes.
- Secure and review quotes from suppliers and monitor print and production costs to ensure jobs come in on budget.
- Manage third party suppliers such as printers and mailing houses.
- Ensure client data meets campaign specifications, is accurate and on brief, and prepare data briefs for suppliers.

- Provide quality control for print and production work including checking and approving artwork, print proofs and data proofs.

3. Learning & Development

- Take personal responsibility for own professional development.

4. Supporting Ask Direct's Values

- Approach all aspects of your work with passion and commitment.
- Consistently take a results-driven approach, both to clients' objectives, and our own.
- Carry out your work at all times with integrity and honesty.
- Continually strive to improve your knowledge and skills.
- Adopt an entrepreneurial mind-set, always seeking new opportunities for Ask Direct and for our clients.

5. General

- Support the work of the Account Managers and Head of Client Campaigns where appropriate.
- Carry out whatever other agreed tasks may be deemed necessary.
- Contribute to the creation of a positive working environment and a stimulating and harmonious workplace.

Person Specifications

We're only interested in hiring people who want to be the best.

We help some of the most important organisations in the country to raise the money they need to continue their astonishing work. We work hard, and we set high standards for ourselves. But we reward people who put the effort in and achieve successful outcomes.

The following attributes are essential:

You have excellent interpersonal skills and are comfortable working both on your own and as part of a small team. You're a problem-solver. You have good attention to detail and strong time management and organisational skills. You're comfortable working under pressure and to deadline. And you're able to deal with the unexpected whenever it inevitably arises.

You have a passion for the not-for-profit sector and there's some part of the world that you want to change for the better.

You should have a respect for other people and a commitment to help create a stimulating and harmonious workplace.

You must be fluent in English.

Ask Direct is a small, dynamic company. The good news is that this means there'll be plenty of opportunities to learn and develop new skills. On the other hand, you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that projects are completed on time and to the highest levels of quality. No matter what your role is within the organisation you'll need to answer phones, deal with mundane office tasks and, crucially, wash the dishes.

You should have at least one year's experience in a fundraising or marketing role. You have excellent attention to detail and are computer-literate with excellent writing and numeracy skills. You have a clear understanding of direct marketing and are comfortable dealing with data and databases.

Experience working in an agency role or in a direct marketing environment would be a distinct advantage.

Conditions of Employment

An attractive salary commensurate with experience will be offered to the successful candidate.

Ask Direct operates a performance-related bonus scheme. If you contribute to our success as a company you'll share in the rewards.

All new employees are automatically enrolled in Ask Direct's pension scheme unless they choose to opt-out. Ask Direct matches employee pension contributions up to a maximum of 5% of salary.

Contract: Permanent, subject to performance. A probation period of six months will apply, which may be extended upon review.

Hours of work: 35 hours per week. As work is deadline-driven you will need to be flexible and can expect that there may be some evening and weekend work.

We strive to be a family-friendly workplace. We are happy to consider flexible working arrangements.

Annual Leave: 25 days.

Ask Direct has been accredited by Investors in People for high performance in people-management.

Application Process

Please read the application instructions carefully.

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

- Why you'd like to work for Ask Direct, and
- How you'd contribute to the company

Include the position you're applying for in the subject line of the email.

Closing date for applications is 5pm on **Friday 4 May 2018**. Late applications will not be considered.