



## ACCOUNT EXECUTIVE

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### **COMPANY:**

MarkeTeam, LLC. (<http://www.mkteam.com>)

A Direct Response Advertising Agency Specializing in Fundraising for Nonprofit Organizations

### **LOCATION:**

Atlanta, GA (Near Perimeter Mall, next to Sandy Springs MARTA station)

### **WORK EXPERIENCE:**

Relevant work experience is preferred.

### **EDUCATION LEVEL:**

Minimum requirement of a Bachelor's degree in Advertising, Marketing, Business or other related major.

### **ABOUT MARKETEAM:**

At MarkeTeam, we believe in doing good work and work that does good. MarkeTeam is a full-service direct marketing agency specializing in providing services to many of the leading nonprofit charities in the United States, including the U.S. Fund for UNICEF, Paralyzed Veterans of America, Smile Train, Memorial Sloan Kettering Cancer Center, Sierra Club, The Humane Society of the United States, and Mayo Clinic.

Along with the opportunity for personal and professional growth, MarkeTeam offers a comprehensive benefits package including fully-paid medical and dental coverage, flexible spending accounts, life insurance, a matching Simple IRA retirement plan, minimum of three weeks of vacation/paid time off, 10-15 paid holidays, an innovative and diverse work environment, as well as other amenities.

This is an excellent opportunity to work in a profitable, high-growth advertising/marketing agency that allows you to advance your career, earn a very competitive salary with generous benefits, while also making a positive impact on the lives of children and adults in the United States and around the world!

### **JOB DESCRIPTION:**

A MarkeTeam Account Executive will assist an Account Supervisor in managing the client's direct response programs, participate in the budget planning and review process, and ensure that all program expenses remain on trend. Tasks will include collaborating internally on marketing campaign strategy and results analysis in order to keep the client informed on the current status of their programs, develop strategies to promote program growth in the future, and project program performance over an extended period of time.

Other Account Executive responsibilities include reviewing creative to ensure content effectively supports the client's marketing objectives, attending weekly status meetings with the client, providing the client with daily contact and facilitating communication about client needs to all internal departments. Account Executives will also have the opportunity to assist with new business presentations.

Applicants should have a working knowledge of Microsoft Office Suite, specifically MS Excel and MS Word. Effective writing and communication skills are required, and applicants must be detail oriented with an ability to prioritize and manage multiple tasks while meeting critical deadlines.

Please submit resumes to [HRDept@mkteam.com](mailto:HRDept@mkteam.com)