

Account Executive

WHO WE ARE

You can help charities and not-for-profits have even greater kingdom impact in 2021.

If you're passionate about faith-based organisations, committed to excellence and have an eye for the detail, then you're invited to join our Australian team based in Sydney.

It's our core belief that fundraising isn't a necessary evil. Instead, it's an opportunity to connect people to life-changing impact and move them closer to God's heart. Each day, we're investing into ministries for effective, scalable, and sustainable growth so more lives can be transformed.

Built on over 30 years of experience, Dunham+Company is a strategic advisor in fundraising and marketing. Striving for excellence and best practice with data-driven fundraising for ministries and faith-based organisations, we're passionate about equipping our clients with effective fundraising solutions.

As an Account Executive you will work with a range of inspiring clients, partnering with them in a variety of initiatives to work towards a robust fundraising system and solid fundraising outcomes.

THE POSITION

As an Account Executive, your primary role is to manage multiple client relationships, and to become a committed champion of their development and ongoing implementation of agreed strategy. This includes effective project management of communication and marketing projects, special projects, strategic summaries, results and analysis, and regular client strategy meetings.

You will be a strategic contributor under the leadership of the Account Director on assigned accounts. You will take the philosophy and best practice of Dunham+Company to heart, with ongoing training and industry development to help you grow.

RESPONSIBILITIES

- + Manage production schedules and special projects for assigned clients.
- + Manage client expectations to ensure the necessary time for quality deliverables.
- + Deliver top-quality, timely and on-budget project execution.
- + Drive all projects and action items from client meeting reviews to timely completion. This includes driving involvement from other departments to help achieve deliverables.
- + Build healthy, authentic relationships with assigned clients through direct communication and excellent service delivery.
- + Participate in marketing, communication and fundraising strategy development with assigned clients and D+C account Director/Managers/Strategists.
- + Oversee preparation of assigned client results in conjunction with Account Coordinator, ensuring excellence and quality control of all client work.
- + Work with Account Manager on assigned clients to analyse results regularly and create executive summaries of the team's findings.
- + Drive account team to execute internal strategy meetings on key projects in which the team fills out the creative brief together for final Account Manager's review.
- + Adhere to internal D+C disciplines and processes.
- + Grow and strengthen understanding of best practices and strategies.

QUALIFICATIONS

- + Easily able to communicate strategic vision clearly and confidently
- + Resourceful and organized self-starter who can manage multiple priorities in a fast-paced environment

- + Be a team player, always believing that we are here to assume the best of one another and having support for team success in busy seasons.
- + Commit to prayer for your clients, your team, and your own spiritual growth.
- + The successful applicant will have a desire to serve and enjoy being a team player, pursuing value-adding outcomes for clients through relationship building and exceptional customer service.
- + Is driven by success and completion of task, has a passion for communicating with people, a commitment to excellence, and has exceptional attention to detail.
- + The role requires the use of your own vehicle, plus some domestic and international travel may be necessary.
- + Previous work with fundraising and/or ministry is highly desirable but not essential.
- + University degree is preferred

CONTACT DETAILS

Please forward your resume with a cover letter outlining your passion for working with not-for-profit Christian organisations to:

Dunham and Company Australia
Berlinda Fortin, Operations Director
berlinda@dunhamandcompany.com
Subject: Account Executive Application