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office 469 454 0100 fax 888 224 3364

## Account Coordinator

### WHO WE ARE

Dunham+Company is a multinational Christian organization that provides strategic planning, marketing, fundraising, communications, media, and advertising support globally for Christian media ministries, cause-based ministries, radio and TV stations, and churches.

### Job Responsibilities

- + Understand, embrace, and integrate the Dunham+Company philosophy and underlying theology of fundraising into your approach to client relations.
- + Coordinate cross-departmentally to provide necessary information to team members regarding communications to ensure the successful execution of strategy for all assigned client projects.
- + Write creative briefs for direct mail and related fundraising and/or marketing communications, as needed.
- + Liaison with the digital team to ensure consistent messaging across all channels.
- + Request data and reports from internal and external sources, and ensures accurate results reports for assigned clients.
- + Work with the Creative Services Manager and Production Specialist to produce project budgets.
- + Assist the Account Manager with client meeting preparation.
- + Connect with assigned clients as directed and as required to effectively complete projects.
- + Engage in learning the philosophy of fundraising, donor development, and direct response marketing that Dunham+Company embraces.

- + Learn the various direct response and marketing techniques used within the industry and at Dunham+Company.

### **Job Qualifications & Requirements**

Passion for Kingdom Impact ministry and active engagement and service in a non-profit. Uphold and honor our mission and Dunham Way character attributes.

- + College graduate; Communications and/or Marketing degrees desired but not essential.
- + Experience with Microsoft Office – particularly Excel, Word and PowerPoint.
- + Excellent communication and people skills.
- + Highly organized and a willingness to learn new skills.
- + Passionate about assisting Christian organizations in fulfilling their vision.

### **Reports To**

Kaitlyn Riley, Director of Client Services

### **We Offer**

- + Employment with a purpose
- + Competitive salary
- + Medical/dental/vision benefits
- + Paid time off
- + Paid holidays
- + IRA match

To apply: Please send your resume to [HR@DunhamandCompany.com](mailto:HR@DunhamandCompany.com)

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