

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.

RESPONSIBILITIES

1. Coordinate the completion of all assigned client projects, including the monthly direct mail letters, newsletters and other print and production projects.
2. Coordinate cross-departmentally to provide necessary information to team members regarding communications to ensure the successful execution of strategy for all assigned client projects.
3. Write creative briefs for direct mail and related fundraising and/or marketing communications, as needed.
4. Liaison with the digital team to ensure consistent messaging across all channels.
5. Request data and reports from internal and external sources, and ensures accurate results reports for assigned clients.
6. Work with the Creative Services Manager and Production Specialist to produce project budgets.
7. Assist the Account Manager with client meeting preparation.
8. Connect with assigned clients as directed and as required to effectively complete projects.
9. Engage in learning the philosophy of fundraising, donor development, and direct response marketing that Dunham+Company embraces.
10. Learn the various direct response and marketing techniques used within the industry and at Dunham+Company

QUALIFICATIONS

- 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.

WE OFFER

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