



Guiding non-profits to success & sustainability

**Position:** Account Manager  
**Reporting to:** Company President  
**Work Centre:** Virtual  
**Hours:** Fulltime / Monday-Friday  
**Compensation:** As agreed

#### **Position Overview:**

Reporting to the President, the Account Manager is responsible for managing assigned clients and execution of agreed strategy and tactics. The Account Manager guides the client with an assortment of GMF team members, including production coordinator, suppliers, and others. Ability to work in a fast-paced virtual environment is a must with high attention to detail and key deliverables. The Account Manager 'steers the ship' from project inception to completion, with a goal to meet and exceed client expectations.

#### **Responsibilities:**

1. Meet with clients virtually 2x monthly regarding project goals and supporting actions
2. Work with the GMF production manager to execute identified priorities
3. Establishing and managing project scope within calendar and budget
4. Monitoring project progress and clearing roadblocks
5. Double-checking all project deliverables for accuracy
6. Sending progress updates to clients
7. Delivering the final project to the client on time with quality
8. Overseeing development and marketing collaterals for clients including:  
Direct mail, E-comms, marketing collaterals, Social media, Website development, and other marketing initiatives.

#### **Qualifications:**

1. Five years of proven donor development experience
2. Experience in monthly, major, and mass donor development
3. Soft skills: Leadership, Collaboration, Communication, Organization, Conflict resolution, problem solving and time management.
4. Excellent interpersonal skills and ability to work with a fast-paced team.
5. Well organized with ability to multi-task, prioritize projects, work within short time frames.
6. Self-starter and detailed oriented; able to work independently.
7. Strong customer service experience.
8. Strong English written and verbal communication skills.

To apply: [Info@GMFPartners.org](mailto:Info@GMFPartners.org) Attn: HR

NO PHONE CALLS PLEASE.

For more information on our company, please visit: [GMFPartners.org](http://GMFPartners.org)