

# ACCOUNT MANAGER



You, along with your Robejohn team mates will work in partnership with your clients to build and strengthen their fundraising programs. You will be part of a team implementing integrated fundraising and marketing campaigns from concept to execution.

Reporting to Account Directors, you will coordinate flawless day-to-day delivery of fundraising projects for your clients. By working efficiently and mindfully you will contribute to a positive team environment.

## About Robejohn

Fundraising is our passion. With over 30 years of experience working with leading charities, Robejohn has been instrumental in the not-for-profit direct marketing and advertising space. Our focus is building strong relationships between ourselves and our clients AND between our clients and their donors. We love raising money for great causes, through sophisticated data analysis, brilliant creative and meticulous detail.

## Core Responsibilities

- Work alongside industry-leading strategic and creative professionals who develop and manage integrated direct response campaigns for renowned charities
- Manage and navigate campaigns from concept to execution
- Receive and respond to client briefs
- Adhere to timelines and budgets
- Work with clients as a direct liaison on all aspects of project planning
- Be detail-focussed with the big picture focus in mind
- Provide your account director and clients with a detailed program analysis

## Education & Experience

- 3-5 years of experience in direct response marketing
- Experience in fundraising
- A fundraising certificate is an asset

## Competencies

- Well organised and can manage multiple projects
- An independent self-motivator
- Meet tight timelines through problem solving skills
- Someone who loves working with clients and sees them as collaborators
- A strong project manager
- Knowledgeable of diverse marketing channels
- Detail-focussed, with outstanding proofreading skills
- An exceptionally organized individual who can handle multiple projects and meet tight deadlines
- Competent with numbers – able to report on direct response results
- A people person who loves to manage other people and watch them grow
- Knowledge of philanthropy

## How to apply

If this sounds like you and your ready to join a hard working team in a friendly, flexible and fun working environment, what are you waiting for?

Application close Dec 8th.

Send your application with your resume to [warren@robejohn.com.au](mailto:warren@robejohn.com.au)

For further information call Warren on **9522 8500**.