



Account Coordinator

Status: Full-time

Location: Remote

Education: 4-year degree

About the Company: CELCO is an acquisition partner serving the nonprofit community that was founded as a traditional list brokerage and list management firm but has evolved to offer nonprofits and agencies a variety of services tailored to support donor acquisition and reactivation. Due to our proven track record of supporting charities with high-touch media planning services as well as with candid direct marketing, fundraising and analytical expertise, frequently organizations and agencies are turning to us to support their fundraising programs and teams in myriad ways.

About the Position: We are seeking an Account Coordinator to support media planning execution primarily by clearing inventory to secure campaign dates, logging responses and creating purchase orders. You will work alongside well-respected veterans and experts within the list services and fundraising industry. This is an excellent position for a career-changer or someone looking for flexibility to support critical nonprofit missions but without the pressure of working around the clock.

Desired Qualifications and Skills (or ones you will learn!): Eagerness to learn; Collaborative, proactive attitude and curious nature; Ability to multi-task; Comfort and perhaps even enjoyment in attaining mid-level proficiency within Excel and other Office programs; Communication skills; Detail oriented; Data friendly; Down to earth.

All inquiries will be treated confidentially.

Send resume and interest to info@celcononprofit.com