



## Account Executive

**Status:** Full-time

**Location:** Remote (East Coast operating hours)

**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 executive to support media planning execution primarily by clearing inventory to secure mail dates, creating purchase orders, confirming accuracy of counts and pricing based on list targeting and segmentation strategies and helping follow through from the list ordering phase to list delivery phase of acquisition campaigns. 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 and/or someone looking for an opportunity to support critical nonprofit missions and to learn more about fundraising in a 9-5 role.

**Desired Qualifications and Skills (or ones you will learn!):** Direct marketing or direct response fundraising knowledge and/or experience; Knowledge of the media buying and planning process in one or more channels; 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](mailto:info@celcononprofit.com)