

## Account Manager // Job Description

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CornerPost Marketing Communications, a creative agricultural-based marketing and communications agency based in Fort Dodge, Iowa, is seeking a full-time team member to fill a role as Account Manager and lead the creative marketing work of some of the best clients in the ag industry.

This team position, based in Fort Dodge, Iowa, is not just a typical agency position, instead, it is the opportunity for a solution-seeker and leader with creative marketing and strong communication skills to excel in a fun, pro-team environment. As an Account Manager, the position will serve as a trusted liaison between clients and CornerPost to assist with the successful execution of client projects, programs and campaigns. The position will also work directly with many team members, from creative to contracted to leadership, to fulfill successful projects and ensure smooth execution of client needs.

At CornerPost, as an Account Manager, the role will manage internal teams, outside services and timelines, but will also play an active role in the creative and strategic fulfillment for client projects. The position will require a strong understanding of, and involvement in, the agriculture industry and how best to deliver messages across multiple platforms and outlets.

To succeed in this role, the right person must be able to anticipate obstacles and have a sense of initiative, urgency and grit. Being able to address clients' concerns and feedback and deliver completed projects by deadline is essential in this role, while also balancing that of multiple clients. They must have attention to detail and organizational skills that ensure nothing slips under the radar.

We creatively solve challenges.

We never stop learning.

We are passionate about agriculture.

### Key Responsibilities:

- Day-to-day management of multiple clients' marketing and communication programs and projects, including daily communication with to provide project updates, organize client feedback and manage timelines
- Solid understanding and appreciation for the agriculture industry is a must for this position
- Generate and pitch new and creative ideas and solutions to clients
- Lead and manage the creative strategy, implementation, planning of client projects and brands
  - o This includes leading internal teams and outside services or contractors
- Assist with the strategic planning, facilitation of the internal team and management of budgets to ensure client and agency financial success across projects
  - o Remain detail oriented and highly organized with the ability to oversee internal teams, traffic jobs, manage print production, and assist with general account administration including budgeting and billing
  - o Understand and manage client expectations
- Execute marketing communication skills and tasks to complete projects which may include, but not limited to: writing, designing, event planning and website management

- Communicate with outside vendors; ability to speak the language of creatives, printers, media and client industries will be a valuable asset
- Continually seeking new ideas and ways of improvement, betterment and evaluations for client, CornerPost and self

Skills & Expertise:

- 8+ years in agriculture and marketing or communications or public relations
- Exhibit an understanding in multiple areas of marketing and communications, ranging from traditional to digital, writing to designing, presentations to ad placement, with a desire to continually seek new solutions and education on new marketing practices
- Ability to manage and facilitate client meetings, showcase strong presentation skills and foster long-term relationships that help grow CornerPost and their services
- Ability to work well under pressure and in a fast-moving environment with multiple projects
- Self-motivated with the ability to recognize where to take initiative and take next steps to solve problems in a timely manner
- Remain creative and energizing while also detail-oriented and organized
- Ability to lead teams and inspire motivation and continual improvement

Expectations:

- Remain engaged in the ag industry, and those of other client industries, to understand who's who, trends and establish a strong network which benefits CP growth and client development
- Readiness and desire to learn new skills during and outside of regular work hours
- Ability to take initiative and present new ideas that foster growth and strengthen the culture of CP
- Desire to better both personal self and others
- Willingness to assist other CP projects or team members
- Show a strong commitment to employer and clients

Travel: Some travel will be necessary for projects, client meetings and events. Mileage will be reimbursed at the regulated rate. Other travel costs are normally covered by the employer.

Benefits:

- + group health insurance options- percentage covered by employer
- + dental & vision insurance coverage
- + cell phone stipend
- + flexible paid time off/paid holidays
- + flexible, fun & hardworking team atmosphere

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