
The Foundation Account Manager

Job Description

Submission Deadline

19.08.22





As an Account Manager you'll be responsible for managing relationships with several key clients and leading the delivery of branding and marketing campaigns that deliver results for our clients.

Job Purpose

Manage key client accounts across brand, design and digital marketing.

Work with the studio and delivery teams to interpret briefs, provide quotes, manage workflow, and communicate with clients on an ongoing basis.

Deliver profitability and efficiency through effective project management.

Inspire our teams and ensuring client requirements are understood.

Identify opportunities for new business and growing existing client accounts.

A Bit About Us...

We have been creating and developing market leading brands in the UK and Ireland for almost 30 years. We work with senior teams in organisations on some of their biggest challenges; understanding each unique context and then applying strategic and creative expertise to help them:

Prepare and deliver their marketing strategy.

Succeed in their chosen markets.

Win and retain new customers.

Grow and engage their team

Our Culture

We've been creating brands that build businesses. Brands with the power to grow, change and inspire.

The things that define us are:

Focus on why:

Get under the surface of the challenge to add real value.

Deliver more:

Just doing the job isn't enough – go past the expected.

Help others:

Put yourself in their shoes.

Look for better:

Standing still is not an option – work hard to keep improving.

The Foundation is one pillar of The Pierce Partnership which brings together specialisms across brand, digital engagement and print services. All based in one location just outside Belfast City Centre, this unique collective allows us to offer a fully integrated marketing service that ensures specialists are involved, whatever the challenge.

What's the Brief?

We're looking for a strategic thinker with a hands-on approach, and a can-do attitude. A positive person who enjoys the buzz of agency life, and who thrives on solving problems and delivering results. A fanatic for detail in words and numbers and a multi-tasker who can juggle multiple projects flawlessly. Someone who is a real team player – true to their word, with experience of working with others to get great results.

What we offer

The perfect work-life balance looks different for each of us dependent on priorities, interests, ambitions and life-stage. Inside and outside of work we make a real effort to get it right for our team, and these are some of the things that add to life in The Foundation:

- Competitive salary
- Flexible hours
- Rewarding and interesting work for big name clients
- Your voice in how the company works
- Westfield Health Corporate Cash Plan
- Employee Referral Scheme
- Contributory pension scheme incl. life insurance
- Training and development opportunities

- Free Car Parking
- Working within a collaborative and supportive team environment

Your Responsibilities

By no means an exhaustive list, the below are what we consider important to this role, but you'll help to work with us to shape these based on your skills and those of the overall team:

The ability to gain a thorough understanding of the strategy, motivation, desires, challenges and situation of your clients.

Develop and maintain meaningful relationships with your clients, delivering an experience that aligns to our values and delivers results.

Manage production through the studio and delivery teams and be responsible for all job-related communications with clients.

Lead communications with your clients, and manage weekly status reports and meetings with clear actions.

Develop quotes and proposals for clients based on briefs.

Manage project delivery across brand, design, print and digital.

Support the Client Services Director and Strategy Director on tender submissions and new business opportunities.

Working creatively alongside internal delivery teams in design, development and content creation to produce exceptional work.

Act as a brand ambassador for the business in every engagement, creating new connections and opportunities. Immersion in our clients worlds and their industries to bring fresh thinking.



Essential Criteria

3+ years in a marketing agency role, that evidences a thorough understanding of marketing across multiple disciplines including digital.

Experience of working with both B2B and B2C clients across a range of different industry sectors.

Highly proficient in Microsoft Office.

Up to date driving license.

Desirable Criteria

A track record in Business Development.

Marketing Communications related Degree.

Experience of working with Synergist or similar job management platform.

What we'd like to see...

If this sounds like it's for you, please get in touch by sending a tailored CV to careers@wearethefoundation.co.uk detailing your qualifications, experience and fit for this role.

For shortlisting we will initially apply essential criteria to applications but reserve the right to apply the desired criteria if we have a high number of applicants.

We are an Equal Opportunity Employer.

Please note that Applications received after the closing date will not be accepted.

Applications to:

careers@wearethefoundation.co.uk

Job Ref:

TF/AM/0822

Reporting to:

Account Director

Salary:

Negotiable depending on experience

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19.08.22 – 5pm