



Account Manager (Part-time)

About the Role

Part-time, exempt. Approximately 20 hours per week. Reports to Executive Director.

Please note: Independent contractors will be considered.

Lead sales for Seattle CityClub's Civic Boot Camp program for individuals and institutional partners – businesses, nonprofit organizations and foundations. Manage and execute Seattle CityClub's Organizational Membership program.

Civic Boot Camp was developed by CityClub in 2013 to educate, engage and empower Puget Sound residents to make a positive difference in their workplaces, neighborhoods and communities. It is a unique day-long immersion for a cohort of 25-30 participants offering direct experience, knowledge of community history and current affairs, access to leaders and skill-building on how to make a difference as a citizen leader.

About Seattle CityClub

Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders.

Start Date + Compensation

ASAP. \$22,500 plus benefits. Benefits include 10 days paid time off, bus pass. Opportunity for performance bonus.

Duties

- Scale the annual participants of Seattle CityClub's Civic Boot Camp program from approx. 200 to 500 participants by 2020, with 300 participants in 2018
- Identify and cultivate sales of customized curriculums and sponsorships (\$75,000) supporting Civic Boot Camp
- Manage and execute Organizational Membership program, meeting or exceeding budget target (\$65,000) in first year, with annual growth, with stewardship support from Seattle CityClub's Development + Membership Coordinator
- Collaborate with Seattle CityClub's Development Director to develop and execute stewardship strategies for corporate partners
- Collaborate with Seattle CityClub's Marketing + Web Manager on marketing strategy and materials
- Other duties as assigned

Qualifications

Warm, enthusiastic, collaborative professional who enjoys handling many tasks at one time and is highly adaptive to change. Must have excellent oral and written communication skills, strong orientation to detail, and sensitivity and finesse in stewardship of relationships. Development or sales experience preferred.

To Apply

Please email resume, cover letter and three references to jobs@SeattleCityClub.org. Applications will be reviewed until position is filled. Please reference the job title in the subject line.