

Étage

Job Title: Account Executive (Financial Services Specialist)

About Étage:

We are a strategic creative marketing agency. We advise business leaders, companies and organizations who are committed and empowered to affect change for the greater good. We help companies, big and small, articulate, ideate, create and ultimately elevate their messaging.

Our focus is great content. We launch brands, write speeches, create videos, curate experiences, produce huge events and curate intimate ones. Our clients are diverse in their field and are always looking for a unique interpretation of their brand. We elevate our clients to change ideas and perceptions – we make people stop, think and remember.

About You:

You are creative, thoughtful, diligent, experienced and ready for action. You are someone who is curious, quick and fresh, who can take direction but also work independently on a project. You understand the integral nature of working between creative teams and communicating with the client. You anticipate obstacles and work with a sense of urgency. You are able to address client concerns, issues, and feedback and deliver high-quality, completed projects on time and on budget.

Your secret weapon is your experience working in Financial Services; either in-house in marketing or events or with an agency with a financial services client. You understand the nuance of language and the driving motivating factors around talking to and working with advisors and financial services teams as well as a solid understanding of the competitive field and current trends.



About the position:

We're a small agency that requires a lot of breadth while being agile and adaptable. To be successful in this position will require:

Creative Development:

- Creative skill set to address any needs for media development, communications development, and creative presentations including, scripting, copywriting, social media planning, presentation building, and deck management.
- Collaborating with creative teams to build creative concepts and designs for client projects.
- Discussing and collaborating on strategic development with the client and client teams to build engaging and thoughtful experiences and communication touchpoints.
- Presenting and managing creative concepts to the client for approval.
- Managing team time usage and resources toward projects to ensure on-time and on-budget deliveries

Client and Project Management:

- Serving as the lead client POC for an assigned client and upcoming projecting
- Daily project management across all client projects and scopes
- Daily communication with the client and internal project team(s)
- Create, maintain, and share project timelines
- Prepare deliverables for client review
- Create and manage all internal documents for project tacking (ppts, grids, trackers, etc.)r
- Internal champion for effective and efficient workflow and cross-functionality
- client point of contact for assigned projects

Skills and qualifications

- Minimum of 5 years relevant work experience managing projects in a marketing agency setting

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- Minimum 5 years content strategy, creative, and media development experience
- Minimum 2 years experience working with financial service clients or companies, specifically in the event space
- Minimum 2 years experience producing live events
- Fluency in creating and modifying project timelines
- Excellent written and verbal communication and interpersonal skills
- Ability to thrive in a fast-paced environment, work to and within deadlines and juggle multiple projects at one time
- Keen attention to details
- Ability to prioritize responsibilities, work within a team and work independently
- Ability to represent the company in a professional manner
- High degree of proficiency in all Microsoft and Adobe products.
- Ability to travel as needed, including weekends.
- Bachelor's Degree (or higher) in marketing, advertising, business, communications, or similar

Type Of Position:

- Contract, Part-Time
- Estimated 20 - 30hrs/week. Based on client workload demand.

Estimated Travel (Internal): 0%

Estimated Travel (Client): 10%

Required Location: REMOTE – San Diego Area Preferred

Reports To: Managing Partner

About Étage:

Étage provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.