



DOTTED LINE AGENCY

8000 Franklin Farms Dr.

Richmond, VA 23229

o (804) 728-0368

hello@dottedline.agency

dottedline.agency

Open: Project Manager Job

About Us

Dotted Line is a strategically inspired creative agency that helps ambitious organizations grow. Founded in 2014, our team members love working here because of our clear vision, strong culture, collaborative process, investment in personal and professional development and transparent communications. Visit us at www.dottedline.agency to learn more about our team and approach.

About You

- You are a skilled project manager with at least 2 years of experience in the agency environment
- You are a collaborator and the consummate team player with a track record of success
- You are an expert in the art of building long-lasting client relationships
- You're a lifelong learner who enjoys keeping pace with rapid industry changes
- You are a creator of systems and processes

About the Job

- You'll align project resources and prioritize all project deliverables
- You'll receive all the new work internal project requests for our clients and collaborate with our creative and account teams
- You'll build, monitor and communicate project timelines and status trackers to the team members to ensure projects remain on time and within budget
- You'll document, store and organize project assets
- You'll distribute meeting notes after all internal and external client meetings

Desired Experience

- Bachelor's degree or equivalent
- At least 1-2 years in an agency role or relevant marketing experience
- Experience with project management software (we use Workamajig)
- Experience managing campaigns that include multiple touchpoints
- Experience supporting a rapidly growing agency
- Attention to detail and problem-solving skills
- Excellent presentation, verbal and written communication skills
- Attention to detail and problem-solving skills
- Excellent time management skills and the ability to multi-task and prioritize work

Dotted Line Benefits

- Hybrid work environment
- Culture-building activities and initiatives
- Healthcare: health, dental and vision options
- Simple IRA Retirement Plan
- Unlimited paid time off with 3 weeks minimum
- 15 paid company holidays including the week between Christmas and New Years
- Volunteer opportunities are encouraged and supported

Company Values we live every day

- Treat team members, clients, and partners like you want to be treated
- Always be improving, learning, and growing
- Collaborate and be a team player
- Go the extra mile
- Do work we are proud of
- Focus on client results

Why Should You Apply?

- Opportunity to collaborate with a great team of experienced marketing leaders
- Opportunity to shape a department that solves challenges you've previously encountered and is built for success
- Freedom to push client tactics in the pursuit of exponential growth
- Operate in an environment that's rich in professional and personal development opportunities
- Chance to make a positive difference across a team of diverse and passionate folks

Contact our team at michelle@dottedline.agency with your resume and questions.