



DOTTED LINE AGENCY
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Open: Senior Account Manager Role

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 senior account manager with at least 5 years of experience in the agency environment
- You have experience managing campaigns that include multiple touchpoints and provide exceptional follow-up and reporting
- 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 communicator and team player who can help manage the day-to-day operations of a growing team
- You are a relationship builder who can help to organically grow business

About the Job

- You'll serve as the key client contact and establish senior level client relationships on our largest account
- You'll build and strengthen client relationships beyond the day-to-day remit
- You'll develop and lead client presentations working closely with our team to meet client goals, objectives, and ROI
- You'll interface with the internal team on planning, deliverables, and timelines to drive the day-to-day operations of the account
- You'll develop marketing strategies and lead marketing planning on behalf of the client
- You'll assist in the harvesting of new business opportunities through consistency of delivery, innovation, commitment, and earned client trust
- You'll manage the day-to-day execution of campaigns and tactics, budgets, and schedules
- You'll contribute to financial management by driving account profitability and understanding how timelines and accuracy contribute to the bottom line.

Desired Experience

- Bachelor's degree or equivalent
- At least 3-5 years in an agency role or relevant marketing experience
- Experience in Digital and Social Media Marketing preferred
- 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
- 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

If you have experience in any of the following or similar positions, we'd like to talk to you!

- Account Management
- Project Management
- Client Services
- Client Relations Manager
- Account Supervisor
- Management Supervisor

- Client Success Manager

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