



Clearwater Communications is a full-service association management and public relations firm, providing management, communication and administrative services for a wide variety of nonprofit, business and government clients in the areas of association management, government relations, meeting and event planning, financial and database management, public relations, writing and editing, and graphic design.

Account Executive Job Description

Clearwater Communications is seeking a full time Account Executive to serve as the primary liaison between client organizations (board, volunteers, committees) and an internal team. The person in this position would serve as the lead contact for a variety of clients. Duties vary by client, but may include:

Association Management:

Manage multiple clients and a variety of responsibilities. Coordinate board meetings and assist in the strategic planning process. Collaborate with association leadership and stakeholders to complete annual organizational work plan. Manage budgets.

Government Relations:

Keep organizations up to date with current legislation. Craft letters, emails and testimony to present to legislators. Assist in lobbying efforts.

Event Planning:

Responsible for coordinating and planning logistics for organizations' conferences, including soliciting sponsors, coordinating speakers and providing day-of event management.

Communication and Public Relations:

Plan media and public relation strategies. Launch membership campaigns. Responsible for website maintenance and social media. Write articles for newsletters and magazines.

Applicants will need to attend meetings in and out of state, so occasional travel is required. This position is located in Bismarck, N.D.

Qualifications

Qualified applicants should possess a bachelor's degree in communications, marketing, or a related field. Public relations, association management or business management experience is preferred. Applicants must be well-organized, detail-oriented, have strong communication skills, and have the ability to work with minimal supervision.

Compensation based on experience and qualifications.

Interested applicants can submit resume and cover letter to sschutt@clearwatercommunications.net by June 2, 2023.