



## **Account Executive Position at Clearwater Communications**

**About Us:** Clearwater Communications is an association management and public relations firm specializing in delivering comprehensive management, communication and administrative services. We cater to a diverse client base, including nonprofits, businesses and government entities. Our services encompass association management, government relations, event planning, financial and database management, public relations, writing and editing, and graphic design.

**Role Overview:** Clearwater Communications is hiring a full-time **Account Executive** to act as the primary liaison between our clients and our internal team. This role involves managing various client accounts and handling diverse responsibilities, which include:

### **Association Management:**

- Oversee a variety of client accounts and manage a range of tasks pursuit to their work plans and goals.
- Coordinate board meetings and support strategic planning efforts.
- Collaborate with association leaders and stakeholders to implement annual organizational work plans.
- Manage budgets effectively.

### **Government Relations:**

- Keep clients informed about relevant legislative updates.
- Draft letters, emails and testimony for presentation to legislators.
- Assist with lobbying activities and advocacy efforts.

### **Event Planning:**

- Plan and coordinate logistics for conferences and educational events, including securing sponsors, organizing speakers, and managing event day activities.

### **Communication and Public Relations:**

- Develop and execute media and public relations strategies.
- Launch and manage membership campaigns.
- Maintain websites and manage social media accounts.
- Write and edit articles for newsletters and publications.

**Travel Requirements/Location:**

Some in-state and out-of-state travel is required on occasion for client meetings and events. This position is located in Bismarck, N.D.

**Qualifications:**

- Bachelor's degree preferred.
- Experience in public relations, association management, or business management is preferred.
- Strong organizational skills, attention to detail and excellent communication abilities.
- Capability to work independently with minimal supervision.

**Compensation:**

- Salary is based on experience and qualifications, with a range up to \$60,000. In addition, Clearwater Communications offers a comprehensive benefits package, including vacation and sick leave, insurance, and a 401(k) plan (available after one year of employment). Clearwater Communications covers 75% of medical insurance premiums and 50% of dental and vision insurance premiums.

**How to Apply:**

Submit your resume and cover letter to [sschutt@clearwatercommunications.net](mailto:sschutt@clearwatercommunications.net) by Sept. 6, 2024.