

Catalyst Marketing Agency is a fast-growing, marketing agency located in Denver, Colorado. Our purpose is to jolt our clients' creativity.

We're seeking a Senior Account Executive who enjoys a fun, fast-paced workplace. As an integral member of our dynamic team, the ideal candidate will have a passion for collaborating with team members, managing lots of tasks, and building strong client relationships.

Responsibilities:

- Develop strong, long-term client relationships
- Assist in the development of marketing plans and budgets
- Coordinate the planning and execution of client marketing activity
- Proofread copy and other media for accuracy
- Ensure client deadlines are met
- Conduct and participate in meetings with clients
- Manage, organize, and share detailed notes from meetings
- Manage and facilitate client communications and ensure internal teams are in the loop
- Conduct discovery and research activities to support comprehensive strategies
- Make actionable and insightful recommendations for new approaches for clients
- Keep projects on time and to budget
- Develop campaign reports - weekly, monthly, yearly, and on an ad-hoc basis

Ideal Traits Include:

- 4+ years of agency experience
- Positive, proactive, and solutions-oriented — has the attitude, "I will find a way!" when confronted with an obstacle
- Master relationship builder
- A high level of flexibility
- Extremely detail-oriented
- Skills in multitasking, time management, organization, and prioritization
- Strong communication and writing skills
- Data-driven and strategic problem solver

Medical, vision, and dental benefits are offered, plus a monthly allowance for health and wellness activities provided. Performance-based bonuses are available.

Salary range: \$60,000-72,000

Please send a cover letter and resume to [julie@catalystmarketing.io](mailto:julie@catalystmarketing.io). Include the position title in the subject line.