



# Example of Account Director Job Description

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Our growing company is hiring for an account director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account director

- Lead and serve as a senior consultant to internal project teams, working closely with team members from the Creative, Operations and Finance departments
- Operate as a senior client contact, leading strategic and tactical online planning to drive tangible business results
- Participate in and often lead client presentations
- Present clients with innovative e-commerce and mobile solutions, making recommendations that push clients to do the right thing for their business goals
- Act as client advocate internally and as agency's advocate to clients
- Set realistic client expectations and make every effort to exceed them
- Work with a talented group of Project Managers in developing Statements-of-Work and proposal documents
- Work with internal leadership team to manage agency team across disciplines against changing client needs
- Seek business opportunities through existing client relationships
- Actively participate in new business planning and related presentations

## Qualifications for account director

- Bachelor's degree in journalism, business, marketing or related
- 10+ years of client services/account management leadership experience in an agency setting
- Ability to effectively manage multiple goals, priorities and deadlines within a

- Strong digital and direct marketing experience a must
- Ability to create great stories with your presentations