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# Example of Digital Account Director Job Description

Our company is growing rapidly and is looking to fill the role of digital account director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for digital account director

* Lead and mentor junior team members to build a culture of high performance
* 7+ years of agency experience with a focus on digital in the healthcare space
* Experience managing large programs from start to finish
* Ability to work with vendors and manage out of pocket budgets
* Ability to push the envelope and think outside of the box
* Propose and implement digital and social media engagement strategy for clients alongside supervisor
* Manage the overall quality of work on multiple accounts by demonstrating professionalism and team leadership as a day-to-day client contact
* Draft proposals, budgets, staffing plans and timelines for client projects and new business prospects
* Deliver client-ready materials, including strategic programs/plans
* Mobilize and motivate account team and junior reports

## Qualifications for digital account director

* Success in presenting strategic solutions and POVs that demonstrate thought leadership, and engage across different digital solutions
* The ability to translate clients’ goals and objectives into actionable & measurable digital solutions
* Proficient in Microsoft Word, Excel, PowerPoint and Project management software
* Fine eye for detail
* High standard of administration and financial awareness
* Track record and proven ability in building, managing and inspiring multi-disciplinary teams