



**Account Manager**  
**Part-Time | Bilingual**  
**Remote | Atlanta, Georgia**

Ruby Brick is a growing digital communications agency that collaborates with organizations to craft compelling, creative, and data-driven communications strategies for social impact. We partner with our clients to expand their reach, amplify their message, and activate their community in a way that creates deeper, intentional experiences and partnerships.

Ruby Brick is looking for individuals passionate to use their creative skillset and relationship management skills in a dynamic, open, and collaborative environment. At Ruby Brick, we take a “people first”, “remote first” approach to how we work as we collaborate, create, and connect. We are currently looking for an **Account Manager** to join our team.

### **Account Manager:**

The Account Manager role leverages leadership, creativity, and data to manage the client relationship and support content creation designed strategically to move a client’s unique communication goals forward. This role will design the communication strategy and contribute to the scope of work for a client and work internally with a content creation team to execute on the deliverables.

This role is part-time, primarily remote (Atlanta preferred location), averaging 25-30 hours per week with availability to grow. Monthly team meetings are in-person as are some client meetings. As a “people first” organization, the role may require occasional flexibility on evenings and weekends. However, due to the nature of this position, this is not a primarily nights and weekends role, and the Account Manager needs to be able to work and take meetings during the day.

### *Relationship Management & Engagement*

- Build a positive, working relationship with the client, managing client expectations, scope of work, and content deliverables.
- Create annual strategy based on client needs that help frame Ruby Brick’s work and establish regular reporting opportunities to highlight ongoing achievements and opportunities.
- Track and monitor scope of work and deliverables in alignment with executed client contract; proactively informing client if any intended projects are outside of scope or will require additional team support
- Prepare for and lead client meetings, offering creative and customized content ideas for each client.
- Maintain a commitment to established timelines, deadlines, and rhythms co-created by the client and Ruby Brick.

### *Content Creation & Management*

- Align internal content team on client deliverables to steer execution of client's scope of work, delegating content creation activities through Ruby Brick processes.
- Draft content elements for clients including, but not limited to: blog posts, thought leadership pieces, LOIs, social media content, videos, email content, website copy, etc.
- Review content created internally by the team prior to it being shared with clients for their approval process.
- Maintain a commitment to established timelines, deadlines, and rhythms created with the client.

### *Team Collaboration*

- Collaborate with the Managing Director to assess, vet, and pitch to potential new clients.
- Leverage your expertise to collaborate with the team to ideate, develop, and promote new products and services.
- Be an active participant in thought leadership, team meetings, and gatherings
- Lead with a people first perspective; assume good intent, collaborate, be transparent and accountable.

### **Skill Knowledge, Experience, and Expertise:**

- Ability to work independently and communicate effectively with a team
- Willingness to jump in and learn new skills or experiment with new technologies
- Confident communicator, able to balance nuance and professionalism
- Exemplary English writing skills (additional Spanish skills preferred)
- Firm commitment to deadlines
- Ability to balance multiple priorities and streams of information
- Attention to detail
- Digital marketing and/or communications skills and experience
- Content planning + creation
- Writing + ghostwriting
- Experience leading people
- 2+ years of copywriting experience a plus
- Experience on a nonprofit team a plus
- Experience in development/fundraising a plus
- Confidence with Google Suite (Docs, Sheets, Slides, etc)
- Proficiency with Canva for graphic and video editing
- Website CMS (WordPress, FinalSite, SquareSpace, etc)
- Experience with Asana a plus

### **Benefits:**

- Compensation: Annual salary \$35k-\$45k
- Flexible Work Schedules: Part-Time 25-30 hours per week
- Paid Time Off: 3 Weeks + Holidays + Flex Days
- Annual technology stipend
- Quarterly phone stipend

**What Next:**

If you are interested in this position, please email [hello@rubybrick.com](mailto:hello@rubybrick.com) with the subject line "Account Manager." Please include your resume, which should include a link to previous work. We will follow up directly with you.

**Equal Opportunity:**

Ruby Brick is an equal opportunity employer committed to hiring a diverse workforce at all levels. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.