



## **AGENCY DIRECTOR**

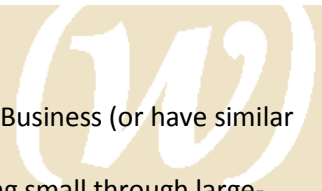
### Job Description

#### **Description:**

The Agency Director is a pivotal position responsible for managing the agency's internal teams, client programs and relationships, and external vendors while supporting client strategy development and business development. The position is accountable for the successful delivery of projects on time and within budget, while meeting or exceeding client expectations in a manner that is consistent with the agency's values. The Agency Director shares responsibility for the quality of deliverables with the senior team and respective program leads.

#### **Responsibilities:**

- Develop a strong understanding of clients' industries, organizations and communication needs and be a trusted advocate for communications strategies, timelines and budgets that will produce the desired results
- Maintain the integrity of (W)right On's Values, processes and quality work; ensure that deliverables adhere to established standards
- Act as traffic manager to ensure various resources are timely and cost-effectively applied in ensuring client deliverables; assign, monitor, and guide workflow; set daily, weekly, and long-term project goals; act as 'back-stop' when needed to assist other staff in providing seamless positive results
- Support and help ensure success of Account Executives in their role as primary communication program leads, as well as Account Coordinators and other staff
- Represent the Agency in public forums and identify and nurture new communication opportunities with existing and prospective clients
- Advance client programs and projects from concept to completion with multidisciplinary, internal and external teams
- Oversee program budgets and timelines; track and manage variance from program budgets
- Assist with the firm's administrative and marketing needs including financial management, monthly invoicing and online presence (website, social media, blogs, etc.)
- Provide leadership that encourages world-class thinking, the highest possible quality, team enthusiasm and innovation
- Provide frequent internal collaborative briefings to Senior Management and/or agency colleagues
- Demonstrate leadership in communication field and maintain an ongoing awareness and commitment to best practices in communications
- Complete other assigned duties and responsibilities that are not outlined in this job description
- Travel may be required



**Required Qualifications, Skills & Experience:**

- Bachelor degree or higher in Communication, Journalism, Marketing or Business (or have similar educational background)
- Minimum of five years experience client leadership experience managing small through large-scale and cross-media projects
- Minimum of two years leading multi-disciplinary teams
- Proven track record of delivering projects on time and within budget with world-class results
- Proven experience in an agency environment, with bonus points for demonstrable experience helping to grow an agency
- Outstanding strategic communication and comprehensive marketing prowess
- Excellent estimating, scheduling, budgeting and multi-tasking time management skills
- Strong understanding of Agency culture dynamics and the proven ability to lead within them
- Comfortable in a fast-paced, deadline-oriented environment with the ability to meet multiple deadlines and prioritize simultaneous projects relating to diverse subjects
- Demonstrated resourcefulness and initiative; demonstrated ability to effectively communicate with and inspire other team members; enthusiasm, strong work ethic and positive attitude
- Demonstrated comfort, interest and ability communicating across many industries
- Superior presentation, oral, and written communication skills
- Excellent team-building, problem-solving, and conflict resolution skills
- Demonstrated proficiency in Mac and PC environments