



Company: FLS Connect, LLC
About Company: www.flconnect.com
Position Title: Voter Contact Account Manager
Department: Voter Contact Department
Reports To: General Manager
Location: Flexible – preferably DC or MN

Duties and Responsibilities: In general, responsible for the developing and implementing voter contact programs for a wide variety of clients. Duties include but are not limited to:

- Working with client on program strategy and goals
- Processing and analyzing data for client projects
- Creating phone scripts and talking points for client projects
- Generating info sheets for all programs, setting goals and providing updated information on clients to call centers as needed
- Monitoring calls on new projects/projects under goal to determine best course of action
- Reviewing and distribution of call result reports
- Analyzing project results daily to optimize performance
- Daily communication with active clients
- Managing client budgets
- Managing Accounts Receivable to make sure we are getting paid in a timely manner
- Communicating any problems with clients to General Manager
- Discuss/research/test/implement new ideas to optimize our service
- Help develop sales proposals for potential new clients by working with sales team and/or General Manager

Characteristics must include

- Strong work ethic
- Self-starter
- Team player
- Leadership skills
- Writing ability
- Presentation ability
- Organized and detail oriented
- Strong mathematic skills
- Unquestioned integrity/character
- Experience with managing Clients and Client relationships
- Experience with MS Office – Excel and Word
- Experience in project management, polling or survey work, campaign or political experience or knowledge of legislative process and current affairs

Please send resume with cover letter to Sheila Berkley at FLS Connect at sberkley@flconnect.com