

Entry-Level Associate, Account Management

<https://recruit.hirebridge.com/v3/Jobs/JobDetails.aspx?cid=7856&jid=481644&locvalue=1033>

Location: Washington, D.C.

Number: 481644

Job Category: Marketing

Job Type: Full Time

Level: Entry Level

About EAB

[EAB](#) is an education best practices firm that uses a combination of research, technology, and services to improve the performance of 1,400+ educational institutions. Headquartered in Washington, D.C., EAB forges and finds the best new ideas and proven practices from its network of thousands of leaders, then customizes and hardwires them into every level of member organizations, creating enduring value.

At EAB, we serve not only our members but each other—that's why we are always working to make sure our employees love their jobs and are invested in their community. See how we've been recognized for this dedication to our employees by checking out our [recent awards](#).

For more information, visit [our Careers page](#).

The Role in Brief:

Entry-Level Associate, Account Management

Our current programs serve academic affairs, student affairs, business and administration, and community colleges. Team members have the chance to be part of the excitement and challenge of building a new business as well as gain direct involvement in working with top educational leaders across the U.S.

This role is based in Washington, DC.

This role is also posted as Account Management Associate.

Primary Responsibilities:

- Prepare team members for visits; provide relationship history and relevant market information

- Responsible for carrying out outreach strategy and organizing in-person and phone interactions with member executives
- Respond to member requests for EAB research or services
- Attend monthly renewal meetings with team members and present performance number on visit/outreach targets
- Preparation and follow-up of letters of agreement for renewals
- Manages and executes recruitment strategy to meet or exceed attendance goals for annual meeting series

Basic Qualifications:

- Bachelor's Degree
- Excellent academic record
- Must possess at least two of the following:
 - Leadership experience
 - Customer service experience
 - Experience working in a team environment
 - Sales or fundraising experience
 - Experience in an office setting

Ideal Qualifications:

- Ability to communicate effectively by e-mail and phone with executives
- Ability to successfully overcome challenges or obstacles
- Experience thinking through problems creatively
- Attention to detail
- Proven experience managing multiple, competing priorities
- Ability to take initiative on projects and through customer service interactions

Benefits:

Consistent with our belief that our employees are our most valuable resource, EAB offers a competitive benefits package.

- Medical, dental, and vision insurance, dependents eligible
- 401(k) retirement plan with company match
- Generous PTO
- Daytime leave policy for community service or fitness activities (up to 10 hours a month each)
- Wellness programs including gym discounts and incentives to promote healthy living
- Dynamic growth opportunities with merit-based promotion philosophy
- Benefits kick in day one, [see the full details here.](#)

At EAB, we believe that to fulfill our mission to “make education smarter and our communities stronger” we need team members who bring a diversity of perspectives to the table and a workplace where each team member is valued, respected and heard.

To that end, EAB is an Equal Opportunity Employer, and we make employment decisions on the basis of qualifications, merit and business need. We don't discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.