



## **Advertising Account Executive**

Arlington Magazine is seeking an experienced candidate for the position of Advertising Account Executive. He/she will be responsible for selling advertising across a variety of platforms, including Arlington Magazine, Arlington Magazine's digital offerings and Bethesda Magazine.

The Advertising Account Executive's responsibilities include:

- Identifying and developing new client relationships, making sales presentations, closing new business, maintaining client relationships and securing renewals.
- Maintaining current account information and an up-to-date record of contacts with clients and prospective clients.
- Preparing sales reports for management.
- Other client management responsibilities, including expediting the delivery of advertising materials, helping to collect payment from first-time advertisers and assisting with the collection of outstanding payments from advertisers, as needed.

Qualifications include:

- Sales or business development experience is required; advertising sales experience is preferred. Marketing experience is beneficial.
- Proven ability to exceed goals.
- Excellent communicator, both verbally and in writing.
- Competitive mindset
- Collaborative and consultative; focused on building relationships.
- Positive, outgoing and personable.
- Enjoys working independently and with a team.
- Strong professionalism, judgment and integrity.
- Excited about Arlington Magazine and the community.
- Proficiency with Word, Excel and sales management tools.
- A minimum of a BS/BA from a four-year institution.

The full-time position is ideal for individuals who enjoy and excel at sales, are excited about the community and value a flexible/telecommuting work arrangement. Send resumes to

[advertising@arlingtonmagazine.com](mailto:advertising@arlingtonmagazine.com) with Advertising Account Executive in the subject line. No phone calls, please.