



## LIVING WAGE FOR US, Inc.

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### Account Manager

#### Job Description

<b>Location:</b>	Remote
<b>Employment Type:</b>	Part-time or full-time
<b>Reports to:</b>	Chief Executive Officer

Living Wage For US envisions a world where every working family can afford a decent standard of living and every worker is fairly compensated without prejudice. We work to overcome the barriers and create the incentives to enable employers to pay living wages, affording a minimum decent quality of life for working families to the benefit of workers, employers, and communities.

Living Wage For US is seeking an Account Manager to support the growth of our program. The manager will be responsible for building the pipeline of prospective company partners, securing new account relationships, [and guiding companies through the application and onboarding process](#). S/he will support Living Wage For US efforts to bring on local, national and multi-national employers operating in the United States as well as institutional investors and to build business partnerships in a variety of sectors.

Specific responsibilities include:

- Identify opportunities, build relationships with businesses that lead to new applications for certification.
- Prepare and deliver compelling presentations that articulate the business and social value of certification to prospective partners.
- [Assist employers in using the online assessment tools, guiding them through the application process, understanding of the certification requirements, and reviewing submitted results.](#)
- Manage accounts of [applicants](#), certified companies [and business affiliates](#) while supporting joint [communications](#) and marketing activities.
- Participate in and represent Living Wage For US at industry and partner events to promote and educate employers and other stakeholders about the certification program.
- Track impacts of the program with employer clients of Living Wage For US.
- Work closely with a communications and fundraising associate and the CEO to develop impact tracking frameworks.

Candidate must thrive in an autonomous, fast-paced, deadline-driven environment. Living Wage For US requires business-oriented staff, committed to the mission and impact driven business model.

**Qualifications:**

- 3-5 years combined professional and academic experience in a field related to socially responsible business, standards, compliance, certification and/or ethical consumption.
- Must have proven sales or marketing experience, demonstrated experience building partnerships, account management and ability to “close a deal”.
- Exceptional oral and written communication skills, interpersonal and presentation skills.
- Customer service/and or stakeholder relations experience highly desired.
- Data analysis experience and/or comfort analyzing large data sets to present easily understandable and direct messaging to clients is essential to success.
- High level of proficiency with MS Office applications (especially Excel) and familiarity with CRM software such as Salesforce.
- Entrepreneurial spirit and self-starter who has the energy, influence, and people skills to build and service partnerships. Excellent at following up on leads.
- Bachelor's or Master's Degree in a related discipline may be an advantage, but we also invite applications from candidates with other educational backgrounds.

**Conditions of Employment:** Living Wage For US is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Employment is contingent on the results of a background investigation and positive references.

**Compensation and Benefits:** Compensation is commensurate with experience. [\\$65,000-\\$85,000](#)

Living Wage For US offers a health care, vision and dental plan, a 401(k) retirement plan, disability and life insurance, paid vacation and sick days, and ten paid holidays per year. Living Wage For US will always ensure that every employee receives a living wage or higher.

**To Apply:** Please email a resume and cover letter explaining your interest in the position and how your skills and experience are suitable to: [michelle@livingwageforus.org](mailto:michelle@livingwageforus.org)