

## Director, Program Management

### Bring It On.

Program Managers at DeSantis Breindel don't balk at the complex. Where others say no, they ask how. With unmatched strategic thinking and organizational skills, they plan and fluidly navigate challenging, multifaceted projects. They serve as trusted advisors to our BtoB clients, deftly giving advice and promptly providing fixes to the inevitable hiccups that come along. They can finish their clients' sentences. They lead—and cheerlead—internal teams to meet tight deadlines and provide their best work. Nodding your head as you read this job description? If so, come join us!

### What You'll Do

#### Account and Project Management

- Serve as a primary client liaison and strategic partner to multiple clients to efficiently facilitate projects
- Facilitate all aspects of our client engagements including brand strategy, visual brand development, marketing, advertising, digital/web projects
- Lead multipronged, medium/large client engagements, ensuring on-time and on-budget delivery
- Oversee standard start-up procedures (secure job numbers, prepare working group lists, schedule interviews, etc.)
- Generate, communicate and manage production schedules for both client and internal teams
- Maintain client satisfaction and loyalty through daily proactive relationship management

#### Financial Management

- Efficiently organize and monitor the ongoing management of costs (from developing estimates through tracking actuals), securing the appropriate client authorization throughout the course of the project
- Secure estimates from and negotiate with outside suppliers to ensure competitive prices
- Work closely with Controller to manage payment schedules and review pre-bill for clients

### New Business Development

- Engage in broad branding discussions with clients, becoming a trusted counselor, and in so doing, identifying further opportunities for additional mutually beneficial engagements
- Actively mine existing accounts for new business opportunities and referrals
- Provide input on process, budget and schedule for proposals

### Other

- Contribute to our entrepreneurial culture of collective learning, sharing your ideas and receiving real-time professional development

### What we're looking for

- BA (marketing or related field of study preferred)
- Minimum 6 – 8 years experience working in account or project management role at a branding, marketing or advertising agency or a related position i.e. branding/marketing in a financial services, technology, healthcare, or professional services firm
- Outgoing, engaging personality
- Excellent communicator, comfortable presenting in professional environments
- Skill and enjoyment of writing, with a clear, succinct, and engaging style and tone
- Great attention to detail! You check everything twice and sweat the details.
- Nimble multi-tasking and project management. Juggling is your middle name.
- Great attitude and desire to work with a team
- Top-notch computer skills: Word, Excel, PowerPoint, project management software (Smartsheet and the like), web-based research

### About DeSantis Breindel

We're a leading independent B2B branding and marketing agency, a dynamic team of strategists and designers, filmmakers and programmers, doers and game-changers. We believe that B2B brands should drive transformation, and we work together with our clients to build brands and experiences that engage clients, influence prospects, rally employees, and inspire investors. From our base in New York City, we collaborate with clients around the world to turn critical inflection points into platforms for opportunity.

To apply, please send your cover letter and resume to [pm@desantisbreindel.com](mailto:pm@desantisbreindel.com)