

ARISTOTLE

Consulting Client Relations Manager

General Description:

The Consulting Client Relations Manager will serve on the Aristotle Consulting Team and will be responsible for developing, implementing, and coordinating activity for multiple PAC and Grassroots clients across various industries using Aristotle's political technology and data resources. The ideal candidate will have the ability to work in a fast-paced client facing environment, both independently and as part of a team, to create and implement PAC and grassroots strategies and/or issue campaigns to achieve clients' operational objectives. Flexibility, adaptability, data analysis, project coordination, and basic technology skills are of utmost importance. Strong interpersonal and communication skills (both written and oral) are also necessary to succeed in this role.

Responsibilities:

- Learn and maintain working knowledge of software database and use technology to meet client needs (pulling data, running reports, creating lists, drafting email templates, and sending communications on behalf of and at direction of team and/or client)
- Coordinate different aspects of a PAC or grassroots campaign using political technology
- Provide training to clients when needed on proper use of Aristotle's software to meet program goals and objectives
- Draft reports, presentations, collateral material, and other issue-related documents
- Conduct quantitative and qualitative research to inform client strategy or identify areas of need
- Establish and cultivate strong client relationships and successfully manage the day-to-day needs and expectations, while contributing to organic growth through new project opportunities
- Provide exceptional project coordination and support while balancing the needs of internal team members and external client needs

Qualifications:

- A high performing professional versed in multi-tasking project management and technical skills
- Excellent interpersonal and problem-solving skills
- Ability to meet deadlines with a willingness to be part of a team working towards a common goal
- Exceptional attention to detail, organizational, and prioritization skills
- Ability to manage multiple projects at once
- Flexible with work assignments and priorities
- Excellent technical skills including proficiency in Microsoft Office: Word, Excel, PowerPoint, and Teams software
- Capacity to exercise independent judgment, trustworthiness, diplomacy, and discretion in dealing with confidential matters and interaction with clients