

Gallagher, Flynn & Company, LLP, an independently owned, widely respected CPA and consulting firm headquartered in South Burlington, Vermont, is looking for dynamic individuals to join our team (in either our South Burlington, VT or Lebanon, NH offices) to support our growing business. The firm, one of the largest in Northern New England, provides tax, accounting and business consulting services to a diverse group of businesses. GFC is an integral part of RSM US LLP (formerly known as McGladrey, LLP), a premier affiliation of independent accounting and consulting firms in the United States. GFC has also won the prestigious “Best Places To Work In Vermont” award for the last eight years in a row!

Marketing Coordinator/Executive Administrative Assistant

Location: South Burlington, VT

Position Overview

Reporting directly to a Managing Partner, the Marketing Coordinator/Executive Administrative Assistant is primarily responsible for deploying an established marketing plan and providing executive support to the Managing Partner. This individual will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Managing Partner in our South Burlington, VT office. The Marketing Coordinator/Executive Administrative Assistant also serves as a liaison to the Senior Leadership Team; organizes and coordinates executive outreach and external relations activities; and oversees special projects. Must be creative and enjoy working within a culturally-driven, results and community oriented environment. The ideal individual must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to balance/handle competing priorities.

Essential Duties and Responsibilities

As a **Marketing Coordinator**, you will assist the Managing Partner in executing strategies and tactics for the overall marketing plan for all Gallagher Flynn clients/prospects. This individual will serve as the liaison between the marketing function and Gallagher Flynn team leads.

- Assist Managing Partner in developing marketing objectives, strategies and tactics for select service lines and established priority areas
- Participate in, and when appropriate, lead, business development meetings
- Conduct project post mortem, and identifies successful and unsuccessful project elements
- Lead and coordinate projects as assigned by management; manage project lists, deliverable, timelines
- Work with team leads as needed to design, write, and produce proposals, presentations, and other marketing collateral in alignment with brand standards
- Participate in strategy and planning sessions
- Develop new materials to support business development activities
- Perform multiple marketing efforts against rapid and frequent deadlines
- Gain comprehensive understanding of Gallagher Flynn’s portfolio of clients, practice areas, and firm wide capabilities
- Coordinate business development activities, including managing incoming leads, follow-up, and tracking of opportunity status
- Support development of social content calendars including writing copy and daily publishing across social media platforms
- Assist with community management across social channels - actively engage and respond to followers and brainstorm ways to increase social conversation
- Monitor mentions, identify social buzz, and help ideate content that will support key social key performance indicators (KPIs)
- Capacity to learn new software quickly
- Perform data tagging on all posts to support social business intelligence efforts
- Manage other responsibilities as assigned
- Be an integrated team member

As the **Executive Administrative Assistant**, you will have the ability to work independently on projects, from conception to completion. You must be able to work under pressure and handle a wide variety of activities and confidential matters with discretion including but not limited to:

- Assist the Managing Partner with daily administrative duties and complete a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents and reports for meetings
- Communicate with the Senior Leadership Team on the Managing Partners behalf and coordinate logistics with high-level meetings, both internally and externally
- Plan, coordinate and ensure the Managing Partner's schedule is followed
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks
- Provide a bridge for smooth communication between the Managing Partner and internal departments
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures

Core Competencies

1. **Achievement/Results Orientation:** Achieving efficient, timely, quality results by directing efforts on expected outcomes while providing exemplary client service within expected timeframes.
2. **Adaptability/Flexibility:** Willingly adapting to constantly changing circumstances while maintaining a professional perspective. Engaging in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges as contextual realities change.
3. **Analytical Thinking:** Using a logical reasoning process to break down and work through a situation or problem to arrive at an outcome.
4. **Change Management & Leadership:** Instilling, implementing and dealing with change, challenges and ambiguity while also balancing the need for change with the need for continuity. Includes delivering the message of change and creating an environment that inspires people to change.
5. **Client Service:** Anticipating and responding to needs and demands of clients (both internal and external).

Education and Experience Requirements

- Bachelor's degree in Marketing, Communications, Business or related field
- 5+ years of related professional experience and executive administrative support preferred
- Demonstrated strong interpersonal and leadership skills with the ability to build relationships with internal and external clients
- Knowledge of marketing and business development
- Superior communications skills and attention to detail
- Proficiency in Microsoft Office

We offer a competitive benefits and salary package. Please email your resume to Jennifer Jeffrey at jjeffrey@gfc.com. For more information about Gallagher, Flynn & Company, LLP, please visit our website at www.gfc.com.

