



Catnip Comms  
**Account Executive  
Job Description**

Catnip Comms is a digital communications agency, founded in 2020, working with charities and nonprofits in the United Kingdom and United States.

We create impactful campaigns that drive change, raise awareness, and build communities. Our work spans a variety of causes and digital channels including organic social media, paid media, influencer collaborations, email marketing, SEO/AEO, and website management.

We're a small team heading into our sixth year and looking for a new member to help us expand the work we do and grow with us.

We are hiring for an Account Executive to join our small, but mighty team. This is a great role for someone looking to build a career in a digital agency and grow with us.

You'll work across multiple nonprofit and charity clients, supporting our specialists and senior leaders, to bring digital strategies and communications to life. Every day is different! Some days you'll be leading on client communications and ensuring projects move smoothly, other days you'll be working on bigger projects like audits, strategies, virtual staff trainings and more.

This role sits at the heart of how Catnip runs day to day - you'll be the glue keeping client work, content, community management and everything in between all moving in the same direction.

# Key Responsibilities

## Account management

- Support the day-to-day client relationship by joining weekly check-in calls, drafting client communications, and being a reliable contact point for clients between meetings.
- Keep client work moving internally by drafting agendas, taking notes, collating next steps from meetings, and following up with the team to make sure things get actioned.
- Act as a first point of contact for our Content Producer, moving briefs and feedback through the team smoothly.
- Track your time across client accounts accurately (we use Toggl).

## Social media + digital marketing

- Support big projects for our clients like audits, strategy decks, wrap-up reports through data collection, channel reviews, copy editing etc.
- Contribute to social-first creative thinking, bringing new ideas, trends, and formats into content planning sessions.



- Research influencers, creators and partners to ensure audience alignment, brand safety, and relevance to campaign goals.
- Assist with influencer, creator and partner outreach, tracking responses and next steps.
- Review content for channels, ensuring it aligns with accessibility best practices.
- Support the day-to-day management of organic social media channels across client workstreams, including scheduling and publishing of approved posts.
- Lead on social listening and community management, building out feeds and identifying opportunities to get involved, leveraging this knowledge for content planning.
- Assist with the creation of social media content ensuring it adheres to best practices and brand guidelines. Lead on monthly reporting and distill campaign data into clear takeaways that shape how we approach the next piece of work



# Person Specification

## Essential

- Demonstrable experience in digital marketing (organic or paid social media, influencer marketing, community management, email campaigns, etc.).
- Strong understanding of social platforms (e.g. Facebook, Instagram, LinkedIn, YouTube) and their best practices.
- Strong written and verbal communication skills.
- Ability to multi-task, work across client accounts, and stay organised
- A passion for platform innovation, trends monitoring, and cultural understanding
- Excellent organisational skills and attention to detail
- Genuine interest in the causes we work with, and emotional intelligence when handling sensitive content. Some of our clients work on issues like mental health, homelessness, and conflict-affected communities, so the work needs care, political and cultural awareness, and the ability to drive action.



## Desirable

- Experience working with nonprofits, charities, or purpose-led brands.
- Familiarity with social media scheduling and listening tools (Sprout Social, Hootsuite or similar).
- Analytical skills, experience with data and pulling out both qualitative and quantitative takeaways.

## What We Offer

- Salary: £25,000 to £28,000, depending on experience.
- Fully remote, working from anywhere in the UK.
- 37.5 hour week with flexible working hours (including lunch hours).
- 28 days annual leave, which includes the current statutory bank holidays.



## To Apply:

Email [social@catnipcomms.com](mailto:social@catnipcomms.com) with the following attachments:

- Your CV.
- A short cover letter outlining your previous, relevant experience and telling us why this role interests you.
- If you have one, a link to your digital portfolio or any links to previous work.

The application deadline is **11:59PM BST on Friday June 12, 2026.**

The first-round of interviews will take place the week of Monday June 22, 2026.

We look forward to hearing from you!

