

# Execution Team Leader Position



kinesis

After reviewing this position, please visit the “career center” section of the Kinesis website. There you’ll find more information, as well as the form used to begin the application process. *No phone calls, please.*

# Letter from Kinesis CEO, Shawn Busse:

*“Do you love helping people and projects succeed? If so, read on!*

*Kinesis is looking for an experienced project leader and execution expert. The primary role for this position is to lead the Kinesis team and take innovative client projects from conception to completion.*

*The Execution Team Leader (ETL) manages a diverse team of designers, writers, web developers, and marketing strategists working on behalf of Kinesis’ growing client base. A person in this role thrives on effective systems and completing tasks on time and within budgets. The ideal candidate is a unique blend: he or she is able to effectively manage projects, but is compelled to inspire and motivate both the people they manage and those they work for.*

*The world is filled with project managers - 90% of them won’t be a fit for Kinesis. However, if you’re part of that rare 10% that is driven, loves to work with people, and is organized for success, Kinesis could be the place for you.” If you can answer, “Yes!” to the following questions, you’re one of us:*

- Do you enjoy working in a collaborative environment where you’re expected to contribute top-notch ideas?
- Do you have a track-record of success finishing projects on time and within a budget?
- Do you want to work in an organization and manage team members who don’t have your inherent organizational skills? Can you keep them inspired and motivated?
- Do you strive to combine analysis with real, actionable outcomes?
- Are you happiest when you finish the day by crossing everything off the list?
- Do you have clear, concise, and friendly writing skills with a high level of accuracy in grammar, spelling, and punctuation?
- Do people smile when they read your emails?
- Can you gracefully handle rejection and criticism by clients or other team members?
- Can you fluidly move from talking to clients to writing emails to collaborating with team members?
- Are you consistently looking for a better way to improve a process? And, once you’ve found that improvement, can you TRULY execute it time and time again?
- Are you looking to work at a firm that’s unlike any other?



# Live the Kinesis Values

*Kinesis team members strive to live our core values every day. We don't just give lip-service to them or have them posted on some wall that nobody reads. We live, breathe, and believe in our core tenants. For the Team Leader position, this is what's expected:*

**Think Big:** “Outside the box” may be a tired cliché, but at Kinesis, we expect our Team Leaders to approach every problem with the question, “What if?” Our clients look to us for guidance in standing out in their industry. We've won plenty of awards - but what we care about most is when our clients say, “Wow!”

**Build to Last:** Trends are for other agencies. We want to build our clients' businesses to stand the test of time. Work done by you and your team is built with exacting care, attention to detail, and an emphasis on long-term success. Think of your projects as furniture: most agencies build with particleboard and glue. At Kinesis, you work with hardwood every time.

**Share the Good:** Your mother, your teachers, and Dr Seuss all know this truth - sharing is a good thing. The Kinesis office fosters collaboration and the exchange of ideas (no cubicles and headphones here!). Your fundamental “win-win” attitude fits right in. You strive to bring good ideas to our clients, to our coworkers, and to the community around us.

**Do the Right Thing:** At the end of the day, it all boils down to integrity. Make a mistake? Own it, fix it, and try not to do it again. Apologize if necessary and try not to repeat.



# Qualifications

**The job in a nutshell:** Act as the bridge between Strategy and Frontline (delivery) team to ensure successful projects and inspired team members.

**Reports to:** Director of Client Success

*At Kinesis, core values, abilities, and a demonstrable track record of success are more important to us than direct experience. That being said, an ideal candidate would have the following skills:*

## TEAM MANAGEMENT AND COACHING

- Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort
- Lead by setting a good example (role model) - behavior consistent with words
- Ensure frontline team meets individual scorecard goals and facilitate frontline team individual utilization
- Lead daily production meetings
- Identify project priorities
- Facilitate problem solving and collaboration
- Motivate and keep the team focused and on track
- Participate in Strategy / Execution weekly meetings
- Assure that the team members have the necessary education and training
- Encourage creativity, risk-taking, and constant improvement
- Recognize and celebrate team accomplishments and exceptional performance

## PROJECT MANAGEMENT, STATUS, AND ACCOMPLISHMENTS

- Review client weekly meeting notes
- Add/maintain project updates to client weekly meeting agendas
- Meet with Senior Strategist daily to review and prep for client meetings
- Marketing Blueprints: set goals, dates, accountability. Coordinate client review and production. Continually check in with Strategists and clients to ensure progress.
- Ensure project briefs and needed resources are received from the client / Strategist. Coordinate with internal team and external clients to obtain necessary resources to support the team's requirements.



- Familiarize the team with the customer needs, specifications, design targets, the development process, techniques and tools to support tasks.
- Assist with project work:
  - MailChimp list management and account creation
  - Social media updates
  - Proof and edit documents (as needed)
  - Take notes during project meetings (as needed)
  - Manage print production process
  - Photography planning, coordination, and scheduling
- Assist with Kinesis marketing initiatives

### MEETING COORDINATION

- Track and coordinate client semi-annual and annual strategic planning sessions
- Assist with client meeting times, places, agendas and needs
- Coordinate the review / presentation of design projects
- Coordinate Kinesis internal meetings

### HELP KINESIS SUCCEED WITH THE DAY-TO-DAY

- Office coordination: supplies, shipping, groceries, etc.
- Open and close projects in Kinesis system
- Assist with new hire coordination
- Assist with new client onboarding
- Strategic planning session coordination
- Conduct first round of filtering for hiring and vendors
- Coordinate registration to events, subscriptions to publications

### SUCCESS METRICS

- Personal Utilization 25%-->45%--> 55%-->60%
- Team Utilization: >55% across the entire team
- Frontline team: minimum 80% scorecard goal realization

