

Nick Grant

Profile

Award-winning digital agency executive with 22 years of experience delivering trend-forward, creative, and digital solutions to businesses of all sizes.

Collaborative leader with a demonstrated history of leveraging project management, problem-solving, and analytical skills to help brands achieve sustained growth and aggressive business goals.

Employment History

EXECUTIVE DIRECTOR, COACT Agency, Nashville

FEBRUARY 2023 – JANUARY 2024

Responsible for overseeing the agency to maintain high creativity, quality, and service standards to maximize growth and ensure top brands have an elevated experience. Also responsible for designing processes and programs across budgeting, staffing, execution, strategy, production, and employee engagement.

- Provide insights and data on staffing levels, headcount targets, and capacity allocation. Align with the leadership, finance, recruiting, and central planning team on staffing forecasts and make critical decisions in approval processes
- Produce key organization programming, including all-hands, educational events, and team recognition
- Understand team engagement to generate new initiatives to empower the team further
- Champion a cohesive team environment for executive staff by running staff meetings and leadership off-sites and aligning with operational leads in their domains
- Manage financial budget allocation and prioritization (third-party vendor, employee expense, infrastructure)
- Serve as the primary point of contact for partners in Finance, HR, Recruiting, and Communications
- Serve as an operations liaison to help recruit, hire, and onboard team members while maintaining relationships with staffing vendors

MANAGING PARTNER, DIRECTOR OF OPERATIONS, Imarc, Boston

JANUARY 2014 – JANUARY 2021

Responsible for the strategic direction, day-to-day business operations, and design oversight for a premier digital agency revered for conceptualizing smart and creative solutions for forward-thinking brands across a multitude of industries. Grew the company from 15 to 65 employees, increased annual revenue from \$2.8M to \$8.5M, expanded to two additional locations, and designed a 15,000-square-foot headquarters facility to foster a productive and inspiring work culture.

- Developed creative digital solutions to address client business, marketing, and UX needs alongside a capable team of engineers, designers, writers, strategists, and marketing experts
- Collaborated with internal teams to develop best-in-class websites, digital applications, digital asset management tools, user experiences, out-of-home advertising (OOH), videos, and highlight reels for clients
- Created a company culture handbook aimed at sustaining inspiration, innovation, independence, and teamwork across the organization
- Facilitated weekly meetings with senior management to establish business, project, and staff development strategies and goals

Details

Nashville
United States
978-270-1459
nickgrant@gmail.com

Links

[Personal Website](#)

[LinkedIn](#)

[Instagram](#)

Skills

Operations

Communication Skills

Project Management

Leadership

Web, Mobile & Digital Strategy

Digital Branding & Solutions

Strategic Direction

Culture Development

Ability to Work in a Team

Hobbies

Playing Guitars
Traveling, Snowboarding and Winter Hiking, Photography and Post- Production work, Drawing and Graphic Design, Interior Design, Cooking and Grilling, Road Touring on Vintage Motorcycles, Collecting Artwork and Books, Chainsawing and Chopping Wood

- Entrusted with P&L development management and execution

VICE PRESIDENT – DIRECTOR OF DIGITAL OPERATIONS, Imarc, Boston

JANUARY 2013 – JANUARY 2014

- Designed and executed annual strategic development plans, which continually evaluated progress and implemented strategies to strengthen processes further and employee skillset
- Directed the creative, UX, engineering, and marketing teams, working with directors to ensure teams remained on the forefront of best practices as well as technology and marketing trends

DIRECTOR OF DEVELOPMENT, DIGITAL PROJECT MANAGER, Imarc, Boston

JANUARY 2008 – JANUARY 2013

Collaborated with senior leadership and directors to align the company's overall strategic vision across teams

- Managed new client projects valued at \$100k - \$2M, using Agile and Waterfall methodology
- Expanded company offerings, created operational efficiencies, and maximized employee talents based on individual areas of expertise
- Created timelines and project plans and held teams accountable to both

DIGITAL PROJECT MANAGER, Imarc, Boston

JANUARY 1999 – JANUARY 2008

- Led project organization, serving as clients' primary point of contact and managing their accounts to ensure the highest level of customer service
- Provided oversight of production schedules, resourcing, and budgets
- Ensured projects were executed effectively, strategically, and creatively, providing continuous guidance and oversight to teams
- Developed project briefs and liaised with external clients and vendors
- Led day-to-day client communications around delivery processes and activity and built trusted relationships with clients in the process

Education

Associates Degree in Graphic Design, Art Institute of Boston, Boston, MA

Associates Degree in Graphic Design, University of York, York, England

Software and Platforms

- Adobe Creative Cloud
- Digital Asset Managers
- Social Platforms
- Active Collab
- Slack
- Jira
- HTML/CSS
- Content Management Systems
- iWork Applications
- Google Workplace
- Microsoft Office Suite
- Monday.com
- Confluence

Courses

Community Emergency Response Team (CERT), FEMA

JANUARY 2014

PMP IS/IT Master Certification, Villanova University

Extra-curricular activities

Charitable Work

- Anna Jaques Hospital: Purchased and served dinner for 350 hospital workers during the height of the COVID-19 crisis using a premier local restaurant to help prepare the food
- Amesbury Carriage Museum: Consulted and delivered on marketing and brand design for a newly rehabilitated museum that highlights local historic artifacts
- Our Neighbors' Table: Member of the Spoon Platoon for providing countless hours of work for the most successful food assistance program North of Boston
- Habitat for Humanity: Organized and gathered a team of 20 to help build houses for neighboring communities
- Beach Clean Up: Organized a team of 15 to clean up trash and debris on local area beaches
- Annual Donations: No Kid Hungry, World Central Kitchen, Koala Come Back Our Neighbors' Table

References

David Despres from Spruce Creek Partners

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AJ Calvin from COACT Agency

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