

## Account Executive Job Description

### Position Summary

An Account Executive assists the PR and marketing teams in implementing multi-faceted communications strategies, which includes managing project plans and timelines, as directed by senior leadership. Overseeing account coordination activities, an Account Executive ensures client projects are completed efficiently with the utmost quality.

The Account Executive carries out media outreach, social media outreach and marketing communication tactics outlined within a strategy. Account Executives contribute to the planning and research necessary to create a strategy that is largely driven by senior leadership. They also interact with and manage projects with Aker Ink's strategic partners.

Account Executives handle in-depth writing assignments, including press communications, award entries and content marketing pieces, as assigned. They actively pitch a range of local, national and trade media, so relationship-building skills are imperative. Further, Account Executives play an integral role with social media execution, creating content and unique concepts attuned to business goals.

### Position Requirements

Must demonstrate PR and journalistic writing capabilities rooted in AP Style, a successful track record of media pitching and experience executing social media campaigns for businesses. Established media relationships are important, along with an eagerness to build new relationships in accordance with client needs. The ideal candidate will also be able to juggle multiple projects at once while meeting all deadlines and offering recommendations to improve plans and processes.

This is a work-from-home position, so the right candidate is highly self-motivated, independent and able to execute job duties without direct supervision throughout the workday. However, that doesn't mean an Account Executive operates on an island! Our team is collaborative and meets in-person regularly. Expect ongoing guidance and mentorship. Similarly, it is expected that an Account Executive will be resourceful and reach out frequently to update teammates on tasks, ask questions and seek feedback from senior managers.

A "can do" attitude is essential, coupled with an understanding that all tasks, no matter how fundamental, contribute to the overall success of a campaign. We take pride in our work at all levels, and encourage everyone to bring fresh ideas to the table.

- 3+ years professional experience in PR, marketing, communications or journalism
- Bachelor's degree in PR, marketing, communications, journalism or related field
- Proficient in AP Style
- Proficient with Cision for media list development and research
- Proficient with WordPress content management systems for basic updates to websites and blogs
- Proficient with social media tools and networks, including Facebook, Instagram, LinkedIn and Twitter; Hootsuite experience is a plus
- Experience with Photoshop and graphic design software is a great bonus, but not required

- Highly punctual and deadline driven
- Willingness to participate in industry associations; take a proactive role in professional development
- Driven to grow and seek out learning opportunities
- Must have your own computer (relevant software and subscriptions provided)

## **Key Responsibilities**

An Account Executive's duties include, but are not limited to:

### **Account Management**

- Oversee account coordination activities to ensure all account service communications are accurate and on time, including status reports, agendas and meeting notes
- Serve as a contact for client service, efficiently and proactively providing general support and answering client questions as they arise
- Route communications through the approval process internally and with clients, strategic partners and other stakeholders
- Attend and participate in client meetings in person and over the phone (unsupervised at times)
- Complete other account services tasks, as assigned by senior leadership

### **Public Relations**

- Participate in creating PR/marketing plans and strategies for clients, offering creative ideas and tactics to achieve goals and objectives
- Keep current with client industry news; regularly recommending research-based media pitch and press release ideas
- Play a primary role in media pitching (online, print and broadcast) and press release distribution, as part of a greater multi-faceted PR strategy that is overseen by senior leadership; assertive with pitching and placement
- Oversee media interviews and offer sources guidance, as directed by senior leadership
- Oversee Account Coordinator to ensure media lists are accurate, effective and continually updated
- Foster and maintain relationships with journalists

### **Marketing Communications**

- Draft various PR materials and marketing communications, including press releases, award entries, social media content, blogs, emails, brochures and sales kits
- Draft in-depth content as part of a content marketing strategy, which may include white papers, case studies, video scripts and articles
- Proofread a wide variety of PR and marketing communications

### **Social Media**

- Carry out social media activities that are part of a greater strategy, as directed by senior leadership
- Develop timely and thoughtful social media content calendars

- Manage client social media accounts, including efforts to grow networks and monitor relevant conversations
- Create social media measurement and insights reports
- Offer recommendations to improve engagement and reach new followers
- Forge relationships with relevant social media influencers and identify opportunities to engage clients

## **Benefits**

- Health insurance
- 401(k) with company match
- Flex scheduling upon approval
- Reimbursement/fees covered for industry association memberships and events
- Environment and culture that supports physical and mental wellness

## **Aker Ink Corporate Values**

- **Quality:** Critical thinking, resourcefulness and adhering to deadlines are the pillars of producing high-quality work.
- **Strategic Thinking:** A clear vision and set of actions that aligns to the client's brand and goals will set them ahead of their competitors.
- **Continuous Improvement:** Dedicate time to build a network and connections in the PR, marketing and creative fields. Continually seek out best practices, including new ways of thinking and executing.
- **Balance:** Maintain a healthy work/life balance that includes physical and mental wellness. Be flexible, when necessary, to meet goals.