

OPEN POSITION

PR ACCOUNT EXECUTIVE

Denterlein, a dynamic public relations and strategic communications firm headquartered in the heart of downtown Boston, is looking to add an Account Executive to our team. Our account executives manage the daily tasks of client programs and provide critical support for senior team members.

Successful candidates must have strong media relations skills, impeccable writing and communications skills, and an eye for detail to ensure flawless client deliverables. The role requires the ability to handle a variety of projects at any one time as well as being able to respond quickly to client and internal team requests.

OUR PERFECT FIT:

- Self-starter with 2-3 years of public relations, public affairs, or communications experience
- Social media enthusiast and user
- Proven project manager
- Problem solver with solid collaboration and analytical skills
- Communicator with excellent written and presentation skills
- Intellectually curious and desire to understand clients' business issues
- Proven ability to keep abreast of current affairs and relate them to client situations
- Polished and professional appearance

KEY RESPONSIBILITIES INCLUDE:

- Coordinates communication with clients, ensuring deadlines and scope of work agreements are adhered to
- Demonstrate self-motivation in completing and delivering projects on time
- Generates creative ideas to help drive client initiatives
- Understands and avidly follow the news agenda
- Ability to identify relevant news sources and alert client teams to earned coverage and breaking news opportunities
- Secure on-going and regular media opportunities
- Provide social media insight as well as execution and management of related digital activity
- Produce high quality written content
- Support new business by providing research and general coordination for pitches/presentations
- Track and report on media activity, including coverage reports, press clippings, online media engagement

PLEASE SUBMIT RESUME & COVER LETTER TO

Nicole Iannucci, VP of Operations : niannucci@denterlein.com

Additional details: Full time, salaried position.

Hybrid work model (typical schedule: 3 days in office, 2 days WFH).

Denterlein offers a well-rounded benefits package which include necessary perks like parental leave; health and dental insurance; business development bonuses; flexible spending accounts; 401(K) with generous match; professional development training; and Summer Fridays.

Denterlein is committed to creating a diverse and inclusive workplace that is reflective of the communities in which we work and the clients that we serve. We seek to bring together people of varying backgrounds, skills, and experience, recognizing that this leads to a diversity of thought that fuels creativity and enables people to do their best work. Diverse candidates are strongly encouraged to apply.