

## OPEN POSITION

# SENIOR ACCOUNT EXECUTIVE

Denterlein, a dynamic public relations and strategic communications firm headquartered in the heart of downtown Boston, is looking to add a Senior Account Executive to our team. Ideal candidates will have interest and experience in one of our key industry areas: healthcare, public policy, life sciences, financial services or professional services.

**Our senior account executives manage the daily execution of client programs and provide critical account 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. This role requires the ability to handle a variety of projects at any one time as well as being able to respond quickly to reporter and team requests.**

## OUR IDEAL CANDIDATES:

- Self-starter with 3-4 years of public relations or communications experience (agency preferred)
- 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
- Ability to work with multiple clients simultaneously
- Social media enthusiast and user

## KEY RESPONSIBILITIES INCLUDE:

- Assist with the development/management of client accounts and projects
- Ensure deadlines and scope of work are adhered to
- Generate creative ideas to help drive client initiatives
- Monitor and alert client teams to relevant news sources for earned coverage and breaking news opportunities
- Secure on-going and regular media opportunities
- Research and identify appropriate reporters, bloggers, and influencers
- Provide social media insight as well as execution and management of related digital activity
- Produce high quality written content
- Support new business initiatives including proactive research and coordination for pitches
- Track and report on media activity, including coverage reports, press clippings, online media engagement
- Understand and can identify basic KPI's for client specific needs

## PLEASE SUBMIT RESUME & COVER LETTER TO

**Nicole Iannucci, VP of Operations : [niannucci@denterlein.com](mailto: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.*