

ACCOUNT EXECUTIVE

An account executive's primary responsibilities are to implement client initiatives while gaining increased knowledge of and exposure to the planning and client-management side of the business. This involves drafting high-quality client materials and presentations, assisting with trainings, conducting a variety of media relations activities, and performing other outreach activities as described in the client's communication plan or scope of work.

An account executive is also expected to provide clients strategic advice and coaching, mentor junior staff, and create and update workplans. An account executive progresses, may be asked to take the lead on a small project or portion of a larger project with oversight by the team lead or another senior person on the team.

The account executive reports to a director but may also be assigned tasks by other members of the team or by Spitfire's president.

As with all members of the Spitfire team, account executives are expected to follow the policies described in the Spitfire handbook, attend all internal meetings and conduct themselves in a professional manner at all times, while working to instill a positive work environment at the firm.

A successful account executive demonstrates proficiency in completing the following activities.

Internal Responsibilities

- Proactively contribute ideas to client and Spitfire projects
- Seek help from functional manager if overall workload exceeds regular work week and work with team to determine solution
- Consistently meet project deadlines so that work is delivered on time without reminders
- Attend professional development classes or trainings and present summary to staff
- Consistently demonstrate ability to work with your functional manager to successfully move into problem-solving mode whenever challenges or concerns arise
- Work well with and demonstrate respect for colleagues at all levels and consistently contribute to a positive work environment
- Seek opportunities from team lead or mentor to increase skills or learn new aspects of the business

External Responsibilities

- Participate in planning meetings with clients, take detailed notes and draft summary memos that capture the main takeaways and next steps.
- Conduct research and analysis of media and materials for clients
- Demonstrate command of the Smart Chart and other Spitfire materials as evidenced by ability to contribute ideas to client communication plans
- Conduct successful media outreach efforts
- Write memos and other deliverables for clients that require minimal revision
- Demonstrate outstanding copy editing and writing skills
- Draft agendas for internal and external project meetings
- Help project managers track internal and external project deadlines



- Create PowerPoint presentations that follow the Spitfire style
- Other duties as assigned

Financial and Administrative Responsibilities

- Submit expense reimbursement forms as appropriate
- Create and manage workplans that meet terms of project contracts
- Meet project deadlines as set by team lead
- Submit vacation/personal leave requests as appropriate

Qualifications

Must have a bachelor's degree (degree requirements may be substituted for an equivalent combination of education, training and experience) and a minimum of 3-4 years relevant experience or must have successful experience meeting all expectations as an account coordinator at Spitfire. Must demonstrate outstanding writing and editing skills. Demonstrated public speaking skills are preferred. Candidate is a highly motivated self-starter who takes direction well but can also work independently, thrives on variety and can shift directions seamlessly.

The account executive is an exempt employee.

Spitfire Strategies is committed to having a workforce that reflects diversity at all levels within the organization. We recognize the importance of not viewing individuals based on a single identity and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability, and other social identities to apply.

To apply, submit a resume and cover letter to jobs@spitfirestrategies.com noting position title in the subject line.

No phone calls, please.