

## SENIOR ACCOUNT EXECUTIVE

Spitfire is looking for an experienced and resourceful **senior account executive** with strong project management skills who thrives in a fast-paced client environment and is curious, creative, strategic and passionate about working to advance racial, economic and social justice, protect the environment and expand opportunity for all.

The senior account executive is a critical part of a client team, helping to create winning communication and campaign strategies, implementing approved strategies and getting results for clients. Day-to-day work includes managing projects, doing research to understand how issues are being covered and represented and by whom, creating earned and social media outreach strategies and implementing them and drafting materials, including fact sheets, one-pagers, infographics and strategy memos. Spitfire's matrix structure gives staff the opportunity to work with a variety of senior team members from across the country on different accounts and projects.

In this position, you'll have significant professional growth opportunities to expand your communication skills from writing to research to strategy. You'll report directly to a senior staff person who will prioritize your professional growth.

### Responsibilities

- Create client materials, such as memos, media materials and emails that require few revisions.
- Contribute content to Spitfire intellectual property, such as training presentations, resource guides, blogs and case studies.
- Draft components of strategic communication and campaign plans.
- Demonstrate an understanding of media relations and a willingness to sharpen your skills by pitching reporters and drafting editorial content.
- Conduct research and draft findings for communication audits, narrative and message analyses and speaking opportunities for clients.
- Implement effective communication tactics to meet clients' goals, from digital posts to meetings with policymakers.
- Consistently demonstrate ability to get clients' messages to target audiences, through earned media coverage, direct outreach to policymakers and/or planning and implementation of other outreach activities.
- Serve as a strong second point of contact on accounts and demonstrate increasing ability to manage accounts and provide top-notch client service.
- Coordinate with team leads to assist in project and budget management.
- Coach sessions at Spitfire training programs and receive high marks and positive feedback from participants.
- Contribute creative and strategic ideas to projects and implement them.
- Identify new communication tools and demonstrate their use to staff.



- Consistently meet project deadlines.
- Submit time and expenses by deadline and follow company policies.
- Deliver results that exceed clients' expectations.
- Contribute to a positive work culture.
- Travel as needed.

### **Competencies & Characteristics**

- Ability to move into problem-solving mode when challenges and concerns arise.
- Research and analytic skills.
- Results-oriented and open to asking for help from colleagues to solve problems.
- Collegial, collaborative and curious.
- High emotional intelligence.
- Good judgement.
- Trustworthy.
- Self-directed and accountable.
- Creative.
- Flexible, nimble and resilient.
- Detail oriented, highly organized and having strong follow through.
- Awareness of and interest in a variety of social and environmental issues.
- Ability to multitask and good time-management skills.
- Commitment to equity, diversity and inclusion.

### **Qualifications**

Must have a bachelor's degree (degree requirements may be substituted for an equivalent combination of education, training and experience) and minimum of four years strategic communication, campaign, public affairs or related professional experience. Demonstrate strong writing and editing skills, have experience developing strategic communication and/or campaign plans, and have good public speaking skills. Client service experience is a plus. Candidate should be a highly motivated self-starter who takes direction well but also can also work independently, thrives on variety and can shift directions seamlessly.

### **Compensation**

Senior account executives are full-time, exempt employees. The starting salary range for this position is \$58,250 to \$63,250 per year. Spitfire's compensation package also includes 100% paid health and dental insurance for employees, generous paid time off, 15 – 16 paid holidays per year, a 401(k) plan, summer hours and in-office perks.



## Location

This position may be located in any Spitfire office or may work remotely from anywhere in the U.S. Spitfire offices are located in Denver, New York, San Francisco and Washington, DC.

## About Spitfire

As a woman-owned firm, Spitfire's values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We're relentless in our pursuit of opportunities to represent the best interests of people and the planet, whether that takes us into communities, across the country or around the world. Our team of professionals stands ready to bring — and tap into — diverse perspectives, experiences and expertise to tackle the most critical social and environmental issues of our time.

## Equal Opportunity Employer

Spitfire Strategies is committed to maintaining and promoting a workforce that reflects diversity at all levels of the organization. We strive to build a work environment that stimulates positive change and more fully reflects the clients we serve. We are an equal opportunity employer. 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.

Spitfire encourages applications from all qualified individuals without regard to race, color, ethnicity, religion, national origin, sex, pregnancy, sexual orientation, gender identity and expression, age, veteran status, marital status, disability (including mental disabilities, learning disabilities and history of disabilities), genetic information, record of arrest or conviction or any other basis prohibited by applicable federal, state, or local law. If you are driven to pursue social justice, fight xenophobia, support an equitable society for all people and defend human rights, we encourage you to apply.

## How to Apply

To apply, please send the following three items by 5 p.m. PST on **Friday, August 14, 2020** to [jobs@spitfirestrategies.com](mailto:jobs@spitfirestrategies.com), noting the position title in the subject line:

1. Resume.
2. Cover letter. In your cover letter, please tell us about at least one time when you've sparked change.
3. A brief writing sample, digital strategy memo, campaign strategy or other client-level deliverable (2–5 pages).

Prior to submitting your application, please review the salary range for this position in the Compensation section above. No phone calls, please.