

Account Manager**Location: Washington, DC****Overview:**

Nahigian Strategies, a fast-growing public relations and communications firm, is seeking to add an energetic, personable and motivated Account Manager with experience in public relations and campaign management to our growing team.

Responsibilities:

The Account Manager will support a combination of public relations and integrated marketing campaigns for our clients. Working closely with the client account team, this role is responsible for executing on robust communications campaigns intended to advance client needs, including, but not limited to, public policy objectives, media engagement, and deliver on government contracts. Responsibilities include:

- Support client accounts in the production of messaging strategies, presentations, media plans and media related materials, including press releases, media advisories, booking memos and talking points
- In coordination with Digital Account Executives, support development of website content, graphics, info graphics, video scripts and social media content to ensure product remains on message
- Support strategic integrated communications campaigns that include earned, owned and paid media components
- Manage media lists and conduct media outreach and reporter pitches on client related topics and announcements
- Monitor media outlets for coverage of client news and/or relevant issues and distribute daily clips
- Assist in research and monitoring of key issues and policies impacting client
- Produce weekly and monthly reports that track delivery of product and progress towards overarching goals and outcomes
- Participate in client meetings and presentations (as needed)
- Participate in weekly team meetings

Qualifications:

- Self-motivated, self-starter, able to independently execute with minimal supervision in a fast-paced environment
- Exceptional written, oral, interpersonal and presentation skills
- Strong organization, prioritization and project management skills
- Confidence to ask questions and learn new things
- Attention to detail in every aspect of work
- Strong Microsoft Office Suite skills, particularly PowerPoint and Excel
- Ability to meet deadlines
- Bachelor's degree or an equivalent in experience and ability
- Previous campaign experience (preferred)

- 1-3 years of experience in an agency, campaign or comparable environment executing on public relations and marketing accounts

About Nahigian Strategies

Nahigian Strategies, LLC (NS) is a full-service, communications management firm that offers clients several decades of combined experience in strategic communications and national public education and advocacy campaigns NS utilizes a highly effective strategy and planning model that integrates all elements of public relations, public policy, and public affairs, to maximize impact to drive measurable results. NS is recognized for its innovative, integrated, and leveraged communications approach, creative development capability, powerful and compelling messaging, disciplined execution of inventive strategies, sophistication and speed in its crisis management, and unique insights in the face of complex communications challenges. Though our capabilities are wide ranging, our objective is always focused on helping our clients grow and win.

To Apply

To apply, please send a cover letter and resume to careers@nahigianstrategies.com indicating the desired position in the subject line. Salary is commensurate with experience. We respectfully ask that you refrain from calling about your application. We will contact you if we see a good fit. Thank you for your interest in joining our team.

