

Account Manager
Location: Washington, DC

Overview:

Nahigian Strategies (NS), a national public relations and communications firm, is seeking to add a seasoned, energetic, personable and motivated Account Manager with experience in public relations and campaign management to our growing team. Candidates must be able to work effectively in a team-oriented, fast-paced environment, and have significant media relations experience, preferably in areas of public policy, including healthcare, technology, and/or transportation. Qualified candidates will possess strong writing skills and a campaign mindset.

Responsibilities:

The Account Manager will support a combination of public relations and integrated marketing strategies for NS clients. Working closely with the client account team, this role is responsible for executing on robust communications strategies intended to advance client needs, including, but not limited to, public policy objectives, media engagement, and delivery under corporate, non-profit, and 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, infographics, video scripts and social media content to ensure product remains on message
- Support strategic integrated communications strategies 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:

- Significant communications and media relations experience, with preference toward candidates with experience in high-level organizational environments
- Self-motivated, energetic, 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)
- 3-5 years of experience in an agency, campaign, or comparable environment (including Capitol Hill) executing on public relations and marketing accounts

About Nahigian Strategies

NS is a 22-year-old, full-service, national public relations firm that offers clients several decades of combined experience in strategic communications and national public education and advocacy campaigns. NS also operates Big Whig Media – a full service multi-media video production studio to serve NS' clients.

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.