



## Account Manager - Job Description

Hawthorne Strategy Group is growing and adding an Account Manager to its team. We are looking for someone who will bring energy, enthusiasm, and a commitment to delivering outstanding results to our clients and fellow team members.

### Responsibilities

- Provide significant contributions to implement successful client programs from concept through completion, including developing materials, pitching media, building visibility through thought leadership, and driving social media engagement
- Participate in new business and agency marketing activities, such as proposal development, case study development, etc.
- Manage day to day account activities, including managing timelines, project plans, and reporting

### Qualifications

- Candidates should have 2-5 years of communication, public relations, marketing, and/or public affairs experience. Agency experience is encouraged
- Candidates must possess strong writing skills across a wide variety of client deliverables including communications plans, pitches, bylined articles, blogs, etc.
- Candidates must have an in-depth knowledge of traditional and non-traditional media.
- Candidates must be able to manage multiple priorities and work against deadlines.
- Candidates should have a collaborative spirit, willingness to be a problem-solver, and able to adapt to changing client priorities.

Hawthorne's approach to communications is built on a commitment to results and measurement. We bring the best mix of traditional and innovative communications techniques to help clients achieve their business goals. We don't deliver formulaic tactics, we deliver customized programs. Working at Hawthorne provides the experience of a big public relations firm with daily engagement from senior team members to help you achieve your career goals. Hawthorne offers a flexible working environment, competitive salary, a full benefit package including profit-sharing, 401(k), medical, dental, and vision coverage, life insurance, long-term and short-term disability.

Please submit resume and cover letter to Cynthia McCafferty, [Cynthia@hawthornestrategy.com](mailto:Cynthia@hawthornestrategy.com).