



Senior Account Supervisor/Account Supervisor- Job Description

Hawthorne Strategy Group is growing and adding an Account Supervisor or Senior Account Supervisor 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

- Build and cultivate relationships with clients, through strategic counsel, creative problem solving, idea generation, and flawless execution
- Implement successful client programs from concept through completion
- Provide significant contributions to new business responses, including RFPs, presentations, and proposals
- Manage day to day account activities

Qualifications

- Candidates should have approximately 3-6 years of communications, marketing, public affairs, or public relations experience, ideally, all or part of that experience working in an agency.
- Must possess strong writing skills across a wide variety of client deliverables including communications plans, pitches, bylined articles, blogs, etc.
- Must have an in-depth knowledge of traditional and non-traditional media.
- Strong presentation skills, with experience working directly with clients and actively participating in client meetings, conference calls, and new business presentations
- Collaborative spirit, results driven with the ability to manage multiple priorities and work against deadlines

Hawthorne Strategy Group specializes in strategic communications, issues management, public policy, and community and media relations. Our process is focused on achieving measurable results, bringing big-picture strategies coupled with focused tactics, Hawthorne provides the experience of a big public relations firm with the tailored attention of a boutique. 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.