



OTM PARTNERS
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Open Position: Account Executive

This position oversees the coordination and administration of all aspects of ongoing programs including planning, organizing, staffing, leading, and managing program activities of nationally branded communications programs.

Primary Duties and Responsibilities:

- The Account Executive performs a wide range of client service related duties including some or all of the following:
- Plan the delivery of the client program activities in accordance with the mission and the goals of the organization.
- Develop new initiatives to support the strategic direction of company leadership.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program in conjunction with clients and company management.
- Coalition development, outreach, consensus building, and management.
- Develop campaign goals in conjunction with clients.
- Manage subject matter research and evaluate research methodologies and target audiences and plan for both baseline and follow up research.
- Develop awareness building messaging differentiated by audience.
- Manage the development of interactive online engagement tools.

Job Requirements:

Qualifications and Experience:

- 4 year University degree in a related subject
- 4-7+ years experience in marketing/PR/Public Affairs/CSR

Knowledge, skills and abilities:

- Knowledge of program management
- Knowledge of client groups and/or issues related to the program area
- Excellent knowledge of public affairs, an innovative mindset and the goal to continuously raise the bar
- Well versed in social media with a strong understanding of how to use it to amplify the message through media campaigns
- Excellent verbal and written communication skills. Demonstrated ability to balance multiple priorities
- Ability to manage, supervise, mentor and grow both on-site and remote staff members

The Account Executive is offered flexible work environment in either an office setting or working remotely depending on the project work underway. Some travel may be required as well as occasional evenings or weekends. Compensation: Competitive salary and full benefits package for the right candidate.

Please submit resume and cover letter to careers@otmpartners.com.