



Harden Communications Partners - A Division of Stanton Public Relations and Marketing

Account Executive – Senior Account Executive

Harden Partners, a Stanton agency, is an award-winning PR agency with offices in New York and Oakland. We're looking for a talented PR pro to join our growing team and build a future with us. We serve primarily companies in healthcare, technology, financial and professional services. As a member of our top-notch team of professionals, you will support a wide variety of communications campaigns for top tier clients.

Overall Requirements

- Three years+ PR experience
- Prior agency experience
- Experience in healthcare, technology and/or financial services is a plus
- Proven media relations skills
- Excellent written and verbal communications skills
- Social media fluency
- Experience in a client-facing role
- Can-do attitude and collaborative team player
- Committed, responsive and results-oriented
- College degree

Media Specific Responsibilities

- Solid writer with ability to draft relevant story angles and byline articles, newsletters, presentations and select marketing materials with appropriate guidance and direction
- Pitching clients from press releases, cold pitches and feature idea stories
- Proactive media relations to identify regular media opportunities for client insertion into topical/relevant industry articles
- Managing media activities
- Mentoring junior staff

Account Specific Responsibilities

- Managing client work, including creating strategic plans with specific tasks for team members
- Reviewing content drafted by clients, advising clients on overall strategy
- Writing press releases, bylined articles and other content
- Spearhead executive visibility

Business Development Responsibilities

Participate in new client development opportunities, including research, materials development and presenting at new business meetings. We offer competitive salary, benefits and free parking in a highly collegial, dog-friendly environment.

Please send your resume and cover letter to info@hardenpartners.com