
Evoke KYNE Job Role: Account Director Philadelphia

Evoke KYNE is an award-winning communications agency that harnesses insight, experience and creativity to advance health and wellbeing around the world. We were founded on the belief that communication is a powerful health intervention. Our team is passionate and committed, with deep experience working across sectors to make real differences in health. We love what we do, we live what we do, and we truly believe in what we do.

We are currently seeking an Account Director to join our growing team and to support projects and programs as directed by a VP, SVP or EVP. This is an opportunity to lead hands-on planning, management, implementation and financial administration of PR programming for healthcare and pharmaceutical clients, using your communications skillset and experience to improve health and make a difference.

Based in Philadelphia, this is an exciting opportunity to join a fast-paced, growing global company. Currently the position is remote until further notice.

KEY RESPONSIBILITIES:

Client Partnership

- Develops and cultivates relationships with clients and external audiences
- Thoughtfully counsels clients based on communications landscape and business goals, showcasing ability to marry communications/PR tactics up to client's broader strategy; takes immediate action on client feedback
- Proactively directs planning and execution of projects ensuring timeliness, efficiency and high-quality delivery of results
- Plays a major part in drafting client communications materials, such as emails, project proposals, newsletters, research and results reports, press releases/materials, video scripts, social media content, etc.
- Possesses skills necessary to handle issues management, mobilizing teams to respond to issues and provide strategically sound recommendations to clients on how to handle/address issues
- Plays active role in developing and overseeing development of client budgets and SOWs, overseeing monthly financials for each client, and mentoring mid-to-junior level staff on financials as appropriate
- Takes an active role in monthly forecasting and developing staff plans for core clients
- Able to gather information to make appropriate decisions for clients and internal teams

Business Development

- Researches, develops and presents new business proposals, gaining more confidence and experience leading new business efforts
- Participates in organic/new business pitches with confidence
- Identifies and realizes opportunities for organic account growth

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- Understands key issues to be considered when making decisions
 - Utilizes data to drive agency recommendations and idea generation
 - Demonstrates an understanding of Evoke KYNE’s mission and values and a commitment to the growth and success of the company
 - Collaborates with EVP to continue to enhance social/influencer capabilities, suggesting new offerings or ways to elevate current practices and approaches

Leadership & Teamwork

- Demonstrates initiative, resourcefulness and works through issues independently in as much as possible and effectively collaborates when appropriate
- Proactively seeks out professional development opportunities, skillset growth
- Able to seamlessly flex between teams / management styles
- Provides direct and constructive feedback to junior team members, supporting them in developing fundamental skill sets (writing, research, logistics, etc.)
- Encourages regular feedback from manager and team members
- Serves as a role model for junior team members
- Conducts annual reviews for direct reports (as appropriate) and regular check-ins, overseeing professional development and opportunities for growth and advancement
- Supervises junior staff by mentoring, motivating, coaching and providing clear and consistent feedback
- Role models company values and inspires an inclusive culture

Effective Communication

- Leads key aspects of client interactions and liaison with external partners to further develop communication skills
- Continues to proactively seek opportunities to further hone communications skills, including presentation skills

DESIRED EDUCATION & EXPERIENCE:

- Bachelor’s degree, preferably in communications, marketing, business or health / science related field or equivalent experience
- 7-10 years’ communications or related marketing / advocacy / health experience; partnership, US/global health issues or health product communications experience preferred
- Handles conflict diplomatically
- Team player, ability to work cooperatively across teams
- Delivers and accepts feedback well
- Has earned respect (internally and externally) and has leadership presence
- Ability to develop and maintain effective relationships/partnerships (internally and externally)
- Superb internal and external communications skills (verbal, written, listening)
- Confident and compelling style in communicating with clients, teams and external stakeholders

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- Solid client relationship building skills
 - Positive, professional and flexible attitude that lends itself to quality client service
 - Experienced in successfully managing resources and budgets
 - Experience with media relations strategy and social media landscape; track record of delivering results
 - Demonstrates keen critical thinking skills and proactivity
 - Recognized project management aptitude
 - Developed client presentation skills
 - Innovative thinker and creative problem solver
 - Shows an entrepreneurial spirit
 - Strong attention to detail; ability to manage multiple priorities
 - Demonstrates an understanding of Evoke KYNE's mission and values and a commitment to the growth and success of the company
 - Passionate about improving lives through innovations in health
 - A good understanding of current issues in domestic and global health

Evoke KYNE is an equal opportunity employer and does not discriminate against employees or qualified job applicants on the basis of actual or perceived race, religion, creed, color, sex, pregnancy, age, national origin, ancestry, ethnicity, citizenship, disability, genetic information, veteran status, marital status, familial status, sexual orientation, gender expression or identity status as a victim of domestic violence, stalking and sex offenses, or any other status protected by applicable federal, state or local law.