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## Evoke KYNE Job Role: Account Executive 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 Executive to join our growing team and to support projects and programs as directed by the Account Supervisor or Account Director, and other senior management on the team. This is an opportunity to support programming efforts for clients in the pharmaceutical space, using your communications training 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**

- Serves as day-to-day support team member on multiple client accounts
- Schedules client calls and oversees development of agendas and next steps, identifying client follow-up needs
- Responsible for executing and/or overseeing a variety of client program activities including research, media monitoring, and establishing relevant relationships on behalf of clients (including advocacy and earned and social media contacts when appropriate)
- Develops drafts of client documents including press releases, Q&As, fact sheets, social media posts, results reports, activity reports, etc. and proofs all documents for thoroughness and accuracy before providing to other team members or client for review
- Liaison with company partners and vendors on client projects
- Manages comprehensive projects and/or events including logistics, timetables and deadlines
- Provides creative input in developing client strategy documents
- Organizes logistics in coordination with the admin/support staff

#### **Business Development**

- Participates in new business brainstorms
- Conducts research on new business projects
- Aids in the development of new business materials (presentations, RFP responses) as appropriate
- Takes the initiative in seeking training on company processes/procedures

#### **Leadership & Teamwork**

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- Displays an ongoing willingness to gain knowledge and make significant contributions to the team
  - Demonstrates initiative and resourcefulness and attempts to work through issues collaboratively or independently as appropriate
  - Works closely and collaboratively with interns and Assistant Account Executives, helping to mentor and provide direction on projects as needed
  - Encourages and responds to feedback from manager and team members
  - Demonstrates flexibility in working across teams, able to adapt to project needs, different team working styles, etc.
  - Effectively partners with specialty teams (creative, earned and social) to meet client needs, clearly communicating project objectives, direction and timing
  - Actively supports company values and an inclusive culture

### **Effective Communication**

- Ensures accuracy of all written projects, including grammar, fact-checking and referencing documents as needed
- Takes opportunities to lead in client interactions to further develop client communication skills

### **DESIRED EDUCATION & EXPERIENCE:**

- Bachelor's degree, preferably in communications, marketing, business or health / science related field or equivalent experience
- 2-5 years' communications experience (preferably in healthcare dealing with public and private sector entities in global and/or domestic health)
- Strong interpersonal skills with the ability to build cross functional relationships
- Works collaboratively as part of a team
- Innovative thinker and creative problem solver
- Shows an entrepreneurial spirit
- Strong attention to detail
- Possesses strong organizational and project management skills
- Superb internal and external communications skills (verbal, written, listening)
- Possesses strong time management skills; able to balance multiple priorities
- Solid research skills
- Passionate about improving lives through innovations in health
- Social and traditional media experience preferred

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.