
Evoke KYNE Job Role: Vice President Los Angeles

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 a Vice President to join our growing team. The successful candidate will be responsible for the hands-on planning, coordination and management of the development, implementation and financial administration of client programs.

Based in Los Angeles, this is an exciting opportunity to join a fast-paced, growing global company. This position will be remote until further notice and therefore location is flexible.

KEY RESPONSIBILITIES:

Client Partnership:

- Leads and maintains relationships with core clients and external audiences and partners
- Leads all aspects of planning and execution of client projects (including leadership of annual client program planning), ensuring timeliness, efficiency and high-quality delivery of results
- Serves as strategic counsel lead for client engagements based on broad communications landscape and business goals; takes immediate action on client feedback
- Responds to client concerns with thoughtful strategic guidance/responding on a timely basis, demonstrating commitment and ability to troubleshoot problems as they arise
- Manages financial performance for key client engagements (i.e., client budgets, team capacity, planning and vendor management)
- Serves as facilitator for client workshops and events, including speaker training sessions, multi-stakeholder convening initiatives, internal messaging workshops, etc.
- Takes an active role in developing staffing plans for core businesses

Business Development & Operations

- Supports development and presentation of new business proposals from start to finish (in partnership with other team members and partners); presents during new business pitches with confidence
- Continuously identifies opportunities for organic account growth
- Partners with SVP/EVPs for forecast development across multiple client businesses
- Demonstrates initiative and resourcefulness and works through issues independently
- Leads key areas of organizational efforts (company marketing, professional development opportunities, mentorship program, team outings coordination, etc.)

Leadership & Teamwork

- 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
- Partners effectively with agency leads for media, digital and creative to deliver integrated programming recommendations for clients; models collaborative abilities with staff
- Demonstrates strong strategic leadership skills; guides strategy for assigned business and teaches others
- Conducts staff annual reviews and regular check-ins, overseeing professional development and opportunities for growth and advancement
- Supervises staff by mentoring, motivating, coaching and providing clear and consistent feedback
- Proactively seeks out professional development opportunities, skillset growth
- Role models company values and inspires an inclusive culture

Effective Communication

- Demonstrates the ability to apply strong writing skills to all projects, providing thoughtful editorial guidance to account team and ensuring overall quality in all outputs
- Hones presentation skills and can effectively coach other team members to further develop their skills accordingly
- Proactively drives agency recommendations and idea generation

DESIRED EDUCATION & EXPERIENCE:

- Bachelor's degree, preferably in communications, marketing, business or health / science related field or equivalent experience
- 10+ years' communications or related marketing / advocacy / health experience; partnership, US/global health issues or health product communications experience preferred
- Handles conflict diplomatically
- Proven managerial acumen
- Excellent problem solver and negotiation skills
- Can assemble and motivate well integrated teams to drive client businesses
- Has earned respect (internally and externally) and has leadership presence
- Superb internal and external communications skills (verbal, written, listening)
- Confident and compelling style in communicating with clients, teams and external stakeholders
- Superb client relationship management skills
- Positive, professional and flexible attitude that lends itself to quality client service
- Experienced with media relations strategy and social media landscape; track record of delivering results
- Demonstrates keen critical thinking skills and proactivity

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- Strong client and team presentation skills
 - Shows an entrepreneurial spirit
 - Strong attention to detail and with mastered ability to manage multiple priorities

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