



Account Manager Opportunity

Influence Opinions™ is a strategic communications firm specializing in public affairs, public opinion, and digital communications. We turn massive amounts of data – from digital analysis and traditional research – into insightful campaign strategy, designed to transform the opinions of your key influencers, opinion leaders, and decision makers. Then, when needed, we flawlessly execute that transformation.

We are currently seeking an Account Manager who will perform the following job duties:

- Serve as day to day client contact (emails, phone calls, meetings, etc.). Keep the clients happy, fulfill the scope of work, and manage/assign any work from junior level team members.
- Produce deliverables such as communications plans, social media posts, ad campaigns (Facebook, Twitter, Adwords), one-pagers/fact sheets, social media monitoring reports, and e-newsletters.
- Help draft proposals for future clients and assist with marketing for the firm (social media management, blog posts, etc.)
- Less frequent activities include: event management, community organizing, working with website or video vendors, media relations (reporter outreach, op-eds, press releases), crisis management, and direct mail campaigns.
- Reports to CEO or senior strategist

The ideal candidate is knowledgeable on local, state, and national politics as well as digital advertising and strong writing skills. Other important qualities: attention to detail, flexibility, creativity, reliability, comfortable working under pressure, and professionalism. Bonus points if skilled in SEO, graphic design, Wordpress, or video production.

For more information or to apply please visit influenceopinions.com or email us at contact@influenceopinions.com with the subject line: "Account Manager".