



## **Greentarget Seeks Account Supervisor for Chicago Office**

Greentarget is currently accepting applications for an Account Supervisor in the firm's Chicago office.

### **Who We Are:**

Greentarget is a public relations firm focused on serving B2B organizations. Since 2005 Greentarget has helped its clients contribute skillfully to the conversations that help them achieve business objectives and build meaningful relationships. We believe that in an era of rampant noise, great ideas and smart perspective deserve to be heard, and that true thought leaders have a responsibility to participate elevate the broader conversation.

We focus our work in seven primary areas: Media Relations, Research & Market Intelligence, Thought Leadership Development, Executive & Corporate Communications, Crisis & Litigation Communications, Content Development and Digital.

We are a destination for talented, ambitious professionals with deep, abiding intellectual curiosity who want to master our proven process so they can drive exceptional levels of service, results and value for our clients. Our team exudes grit, seeks out the personal stretch, rises to the challenge of mastering complex business issues and understands that by embracing professional challenges they can thrive in every other aspect of their lives.

We are also a pretty damn fun group of people.

There are 40+ Greentarget team members in Chicago, New York, Los Angeles and San Francisco offices, and 20 in London. As part of our continued growth in the Midwest, we are looking for an Account Supervisor with an entrepreneurial itch, to service clients, manage junior staff, and contribute to the firm's strategic growth and innovation.

### **Who We Are Looking For:**

The successful candidate will ideally have four to seven years of public relations experience in at least one of the primary industries Greentarget services – legal, financial, management consulting, accounting, real estate, energy, technology, lifesciences and healthcare -- and will embody Greentarget's Core Values: hard work, risk taking, authenticity, creativity, and personal and team growth. The successful candidate will be required to:

- Direct and oversee the work of Associate-level team members, providing leadership, guidance, editing and constructive feedback
- Counsel clients directly on media strategy and other daily PR needs
- Edit client-ready research documents developed by more junior staff on a variety of complex issues
- Lead account brainstorming sessions, developing media-savvy plans and creating initiatives that improve the public's perception of the client
- Regularly report project updates and identify ways to advance ongoing initiatives for clients that will grow relationships
- Ensure accounts remain within budget parameters, identifying and addressing - or proactively raise to senior staff as needed - over/underservicing examples on a timely basis
- Evaluate client opportunities to take advantage of their positioning or to create a footprint in the realm of the larger industry

- Ensure more junior team members have a general knowledge of clients' goals and business priorities in order to contribute to the strategic and creative development of tactical programming
- Assign and edit various writing projects (press releases, media advisories), research, media relations (including developing strategic and creative pitch angles, story ideas and placing positive stories), speaking opportunities and other credentialing/earned media projects
- Oversee team members developing, managing and maintaining strategic media lists, editorial calendars and other important client infrastructure items
- Deliberately and demonstrably contribute to Greentarget's administrative and business priorities, via provided paths (e.g. pro bono work, blog writing, networking events, new business pitches, GT innovation initiatives, firm-branded research or content)
- Articulate and consistently demonstrate GT's Client Engagement Process and GT Way

**Qualifications:**

- Excellent media relations skills
- Excellent written and verbal communication skills
- Excellent organizational and planning skills
- Strong knowledge of online/digital media platforms
- Excellent problem solving skills, with the ability to prioritize and perform multiple tasks in time critical situations
- Strong project management skills
- Track record of consistently meeting deadlines, demonstrating ownership for assignments, recommending amplification for assigned work and overseeing junior employees
- Ability to be discreet and maintain confidentiality
- Ability to build rapport, work effectively, collaborate within a multidisciplinary team, and to lead teams, with all levels within the organization, as well as the ability to work independently
- Strong track record of building relationships and handling requests with professionalism and diplomacy
- Highly self-motivated, resourceful and detail-oriented
- Comfortable working within a fast-paced, dynamic environment

**Education and/or Experience:**

- Bachelor's degree
- 4-7 years client service experience, preferably in an agency
- 1-2 years team management experience
- Computer literacy, including fluency in Word, Excel & PowerPoint

Qualified candidates are encouraged to submit their resume and qualifications and to direct any questions to Laura Miller at [lmiller@greentarget.com](mailto:lmiller@greentarget.com).