



Everyone has a story, let us help tell yours.

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**Position:** Account Manager, full-time

**Location:** Indianapolis

**Company:** Susan Decker Media

**Reports To:** CEO

**About Susan Decker Media:**

At Susan Decker Media, we believe everyone has a story. We are dedicated to working with clients we believe in to build and sustain strong relationships between our clients and their target audiences through strategic PR and communication efforts. Let us help tell your story. We pride ourselves on our collaborative team environment and commitment to excellence.

**Position Overview:**

The Account Coordinator will play a crucial role in supporting our account management team, ensuring the seamless execution of PR campaigns and client projects. This entry-level position offers an excellent opportunity for a motivated and detail-oriented individual to grow within a dynamic and fast-paced environment.

**Job Overview:**

As an Account Manager at Susan Decker Media, you will be responsible for managing client relationships, developing strategic communication plans and ensuring the successful execution of PR campaigns. You will serve as the primary point of contact for clients, working to deliver results that exceed client expectations.

**Key Responsibilities:**

- **Client Relationship Management:**
  - Serve as the main point of contact for assigned clients.
  - Build and maintain strong, long-lasting client relationships.
  - Understand clients' business goals and objectives to provide strategic counsel.
  - Conduct regular check-ins and meetings to review progress and address any concerns.
- **Strategic Planning and Execution:**
  - Develop comprehensive PR and communication strategies tailored to clients' needs.
  - Contribute to and oversee the execution of PR campaigns, ensuring alignment with clients' goals.
  - Monitor and analyze campaign performance, providing actionable insights and recommendations.
- **Project Management:**
  - Manage multiple client accounts simultaneously, ensuring timely delivery of deliverables.
  - Develop and maintain project timelines, budgets and deliverables.



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- **Media Relations:**

- Build and maintain relationships with key media contacts.
- Secure media coverage for clients through proactive pitching and media outreach.
- Prepare news releases, media kits and other communication materials.

- **Reporting and Analysis:**

- Provide regular reports to clients, summarizing campaign performance and key metrics.
- Conduct post-campaign analysis to evaluate success and identify areas for improvement.
- Stay informed of industry trends and best practices to continuously enhance service offerings.

**Qualifications:**

- Bachelor's degree in Public Relations, Communication, Marketing or a related field.
- 3-5 years of experience in account management, preferably within a PR or communication agency.
- Strong understanding of PR and communication strategies and tactics.
- Excellent written and verbal communication skills.
- Proven ability to manage multiple projects and clients simultaneously in a fast-paced environment.
- Strong organizational and time management skills.
- Proficiency in using PR and marketing tools and software.
- Ability to work collaboratively with cross-functional teams.
- Strong problem-solving skills and attention to detail.
- A proactive and positive attitude with a willingness to learn and take on new challenges.

**Benefits:**

- Competitive salary.
- Paid time off and holidays.
- Professional development opportunities.
- Collaborative and dynamic work environment.

**How to Apply:**

Interested candidates should submit their resume, cover letter and three writing samples to [Susan@SusanDeckerMedia.com](mailto:Susan@SusanDeckerMedia.com) with the subject line "Account Manager Application - [Your Name]." Applications will be accepted until Friday, July 26, 2024.

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Susan Decker Media is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.