



Account Director – Join a Growing Active Lifestyle PR Agency in Downtown Boulder

Founded in 2009, ECHOS Brand Communications is a growing PR agency with clients in the active lifestyle, outdoor, and consumer tech areas. The agency has an opportunity for a seasoned PR pro to join our team in Boulder, Colorado, as Account Manager.

The candidate will bring a minimum of 4-6 years of PR experience, ideally in an agency setting, have established relationships with lifestyle media, and be able to show recent media placements in lifestyle media outlets (e.g. Wired, Men's Health, Refinery29, Outside, etc.). We're looking for someone with a good sense of humor who works hard and plays hard. Someone who's ready for the next challenge, and can quickly build rapport with clients and colleagues.

Overall Responsibilities

A client-facing role, the Account Director will be responsible for the success of multiple active lifestyle client accounts, including account strategy, planning and execution, and working closely with and directing/mentoring account executives and interns to support growth. The candidate will have experience organizing and executing media tours and media events, and have excellent writing skills.

The Account Director reports to ECHOS Boulder-based Partner, and must be able to quickly get up to speed on account strategy and goals and hit the ground running.

The ideal candidate will be extremely detail oriented, and be ready to professionally represent the agency at client meetings and at industry and media events.

Day-to-Day Responsibilities

Engaging with high level media – creating and maintain relationships

Coming up with creative pitch angles and building or directing the build of campaigns to support them

Handling media outreach and weekly consumer product launches

Oversight of project management software, adding, updating and checking in on tasks for account executives, interns as well as team members in our San Francisco, Portland and Raleigh offices, as necessary

Scheduling and leading or playing a key role in client calls and internal account team meetings

Updating supervisor on account status, planning and needs

Overseeing monthly reporting

Organizing media events and representing the agency at events and tradeshow

Supporting the interview and hiring processes for account executives and interns



Required Qualifications

4-6 years of PR experience in an agency setting or equivalent experience with agency model

Excellent writing, editing, and proofreading skills

Ability to work in a fast-growing, dynamic environment

Professionally driven to build relationships on our clients' behalf

Positive, confident, and personable

Sharp eye for detail in all internal and external communications

Excellent time management - ability to prioritize with flexibility

Creative thinker able to think on your feet and solve problems, keeping calm under pressure

Savvy with technology, apps and software, including Mac, Google Drive, MS Office Suite, Apple

Keynote

Knowledge of and interest in active and outdoor lifestyle and consumer products

Benefits

Work in downtown Boulder, right on the bricks of Pearl Street

EcoPass

Access to on-demand medical care service

Sit/stand desks

Outdoor product testing

Be part of a great team of people who love what we do

To apply, please send resume and cover letter matt at echoscomm.com. No calls please.