

JOB DESCRIPTION – ACCOUNT SUPERVISOR

Company Information:

Inspire PR Group, based in Columbus, Ohio, is a growing agency that provides award-winning communications, marketing, digital and public relations solutions for a wide range of clients. We are committed to delivering high-quality, innovative communications services that are carefully tailored to meet the individual needs of our clients.

We are passionate about what we do and are proud of the clients we work for and the people who work with us. We offer a flexible work environment and are committed to the professional development of our team.

Inspire offers a competitive benefits package, including paid time off (PTO); medical, dental, vision and life insurance; and 401K.

Job Summary:

The Account Supervisor is charged with overseeing account teams and ensuring the successful development, implementation and strategic management of client accounts. Account Supervisors oversee and manage multiple client accounts, develop strategic plans, train junior staff and manage and motivate other staff members.

Job Responsibilities:

- Work independently and directly with clients' top management and executive officers
- Produce high-level, strategically framed reports, work plans and other written work products
- Identify and secure new business opportunities with new and existing clients
- Assume bottom-line responsibility for managing project costs within designated budgets
- Prepare effective, comprehensive public relations programs and plans that are well organized and well written, with detailed time and dollar budgets that are appropriate to client needs and reasonable with regard to resource utilization. Ensures efficient execution of plans
- Develop and cultivate relationships with the client and external audiences
- Oversee day-to-day client projects and/or events to ensure the quality of work meets client's business objective and provides value
- Manage and mentor junior employees
- Oversee all aspects of major events for clients
- Handle media inquiries and outreach when appropriate
- Write and review communications materials (e.g., news releases, backgrounders, fact sheets, bios, newsletters and pitch letters)
- Develop materials on complex issues (e.g., Q&A, speeches, collateral materials)
- Develop and place appropriate stories by and about the client in business, trade and consumer media as needed

Minimum Qualifications:

- 7+ years of previous relatable work experience. Agency experience preferred.
- Bachelor's degree and/or previous work experience in public relations, communications, journalism, marketing or relatable field strongly preferred.
- Strong written and verbal communications skills and ability to juggle multiple tasks under tight deadlines.
- Proficient in using digital and media monitoring tools.
- Experience pitching media and working with bloggers.
- Ability to budget programs and understand the financial aspects of the client relationship.
- Ability to supervise and motivate staff members.
- Ability to travel occasionally as needed; frequency determined by client work.
- Strong computer skills, including MS Office (Word, Excel, PowerPoint).
- Intellectual curiosity and sense of humor.

How to Apply:

If you would like to join a fun and rewarding team environment, please send your résumé and writing samples to Hinda Mitchell at hinda@inspireprgroup.com.