

## **Company**

Brunswick Group is an international communications advisory firm specializing in critical issues and corporate relations. We help companies build trusted relationships with all of their stakeholders. Brunswick operates as a *one-firm firm*, offering a seamless service across international boundaries. Delivering anywhere our clients need us, we have a reputation for high-caliber, highly experienced people who have diverse backgrounds and skills. We offer our clients a range of specialist capabilities – by issue, transaction, sector or audience – designed to deliver the desired outcome. Our purpose is to help the great value creating organizations of the world play a more successful role in society.

We started in London in 1987 and have grown organically into a private partnership of 24 offices in 14 countries. Today we have over 140 Partners – senior professionals from a range of industry backgrounds – and a total group staff of more than 1000. To find out more, please visit [www.brunswickgroup.com](http://www.brunswickgroup.com).

## **US Practice**

Brunswick has experienced rapid growth in the U.S. in recent years. We have become one of the premier corporate communications advisory firms in the U.S. From our five offices in Chicago, Dallas, New York, San Francisco, and Washington D.C., our team serves a broad client base across all sectors.

Our teams in New York, San Francisco and Dallas specialize in critical communications such as mergers and acquisitions and their resulting integration communication projects. We assist companies with a broad range of corporate reputation and financial communications projects, including investor relations and employee engagement programs, opinion research, corporate reputation and litigation. The Chicago office plays an important role in the expansion of Brunswick's employee engagement practice, as well as in establishing a gateway to the Midwest region. Brunswick's Washington D.C. office, in partnership with our New York, San Francisco and Dallas offices, specializes in assisting clients with the issues surrounding regulatory approval of mergers and acquisitions. It is also a full service public affairs firm with expertise in supporting corporate, industry and coalition campaigns to influence public policy. All of our offices have specialists in crisis communications.

We develop and execute strategic plans and comprehensive communications campaigns including message development, coalition-building, integrated media relations strategies, and third party influencer engagement. We work with opinion leaders in every sector including think tanks, advocacy groups, academia, charities and other experts to engage the widest array of voices on behalf of our clients. And we create and execute programs for clients to connect their corporate social responsibility activities to their public policy goals.

## **Opportunity**

Brunswick Group is looking for an Associate to join the team in New York. This person will leverage their own specialized skills and backgrounds while operating in Brunswick's generalist environment.

### **Responsibilities may include but are not limited to:**

- Serve as an expert in financial situations across multiple industries

- Manage and mentor team members; oversee account workflow, document creation and research efforts
- Provide relevant insight, guidance and advice to the client
- Manage the development of key client documents, playing a vital role in drafting, editing, routing throughout the internal approval process and delivery to the client.
- Oversee research efforts/assignments for project team, responsible for distilling a large amount of information into the most impactful and helpful points for client consumption
- Work with client teams to plan and execute around client announcements and events, managing:
  - Communications plan development
  - Media strategy and handling
  - Preparation of strategic communications documents including talking points, Q&As, day-of rollouts, media backgrounders, etc.
  - Logistics management
- Organize media meetings and logistics for client teams; develop a network of journalists contacts
- Develop contacts and understand issues and priorities within the analyst and investor community
- Play integral role in new business process; manage RFPs and take part in pitch preparation

#### **Knowledge, Skills, and Abilities:**

- Strong work ethic and attention to detail; client service-orientation
- Excellent writing and communication skills
- Ability to multitask and prioritize
- Problem-solving abilities
- Ability to think strategically and creatively
- Energetic team player
- Exhibit discretion with confidential client matters
- Thorough understanding of business and finance; direct financial experience a strong plus
- Knowledge of U.S. media landscape
- Knowledge of Factiva, Bloomberg and other research resources
- At least 7-10+ years of relevant work experience; corporate communications or agency experience a plus
- International work experience or knowledge a plus

#### **Ideal Candidate:**

- A true communications generalist with significant and recent experience at an agency
- Gravitas and clear leadership skills
- Excellent communicator with high energy and a strong work ethic
- Solid team ethic – someone who will invest in the people around them and draw/build resource
- Entrepreneurial, collaborative and team-oriented – it’s a “roll your sleeves up environment”
- Adept at navigating and succeeding within high-performance environments
- High emotional intelligence and strong personal impact
- Commercial acumen and professional polish
- Terrific sense of humor