



## **Account Executive (New York and San Francisco)**

Joele Frank is a leading strategic communications firm. From mergers and acquisitions, to shareholder activism, to crisis communications and other high-stakes situations – we help our clients communicate effectively with their stakeholders when it matters most.

We look for people with a special combination of intelligence, curiosity and talent. Successful Account Executives are strong writers and thoughtful communicators who thrive on tackling challenging, fast-paced situations in a team-based environment. For recent or upcoming college graduates, any major is welcome. In fact, many of our firm's professionals come from backgrounds in finance, law and journalism.

Primary responsibilities include:

- Drafting and editing materials including press releases, investor presentations, employee and customer communications, Q&As and other materials
- Monitoring client-related news and filings daily, and alerting teams to breaking news events
- Working with various media outlets to manage reporter contacts, inquiries and interviews
- Conducting research on clients and shareholders
- Assisting with logistics for ongoing client work including earnings calls, investor days and media events

Candidates should possess the following:

- A bachelor's degree (required)
- Proficiency with office applications (Word, Excel, PowerPoint)
- Intellectual curiosity with an interest in Wall Street, the financial markets and the media
- Top-notch critical thinking and writing skills
- The ability to organize and prioritize multiple tasks effectively and under time pressure
- Exceptional attention to detail

Originally founded as a Minority and Women-Owned business, Joele Frank values diversity and inclusion.

All candidates must be eligible to work in the United States. Joele Frank is an equal opportunity employer M/F/D/V.