

## **Account Executive II – San Francisco, CA**

### **About Katz & Associates:**

Katz & Associates is a nationally-recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public and private sector clients. From water and public utilities, to energy, transportation, environmental sustainability to real estate, development, civic issues, policy and quality of life issues, we maintain a firm commitment to providing communication programs that create awareness about key issues that are of critical importance to communities. We help our clients communicate effectively about things that matter.

With locations in San Francisco, Los Angeles and headquarters in San Diego, we serve clients nationwide. We offer competitive compensation and the opportunity to work with a great team of practitioners on important projects.

### **Summary:**

We are looking for a full-time Account Executive II to join our office in San Francisco. We're looking for candidates interested in a career, not a job. Candidates should have the skills to handle multiple tasks, prioritize effectively, show initiative, and work well on project teams and with different project managers. We're looking for candidates that have great attention to detail and a command of AP style and English grammar. Proficiency in Microsoft Office is a must. Because most of our clients are government agencies, familiarity with government operations and previous experience at a consulting agency are preferred, but not required. This is a great opportunity to work with some of the industry's leading experts.

### **Essential Duties and Responsibilities:**

- Support community relations associated with public policy, environmental, military, transportation, public utility and water projects
- Interact regularly with clients and project teams on a strategic and tactical level
- Serve as project manager or task lead on assigned clients
- Provide day-to-day supervision, motivation and mentoring of staff
- Develop public involvement and/or communication public outreach plans
- Manage production of collateral materials, including graphic layout and printing
- Develop and proofread informational materials, fact sheets, posters, presentations, web and social media postings, news releases, newsletter articles, notifications and other client materials as needed
- Planning and coordination for various types of events ranging from public meetings/open houses to large-scale special events for clients and projects
- Conduct media relations for clients, as needed
- Regularly identify new opportunities for client initiatives without supervision

- Develop budgets for new and existing clients
- Identify and pursue opportunities to expand client base. Serve as proposal manager and participate in new business presentations
- Represent firm at industry conferences and events
- Participate in community and/or trade organizations; participate on at least one committee or board
- Other duties as assigned

**Experience/Education:**

- Minimum four (4) years related experience
- Supervisory experience or training preferred
- Training in facilitation preferred
- Strong public speaking skills and ability to give presentations in front of various types of audiences
- Public relations, public relations agency, media or government experience required
- Strong event planning and executive skills required
- Bachelor's degree in related area required

**Skills and Knowledge:**

- Client service
- Strong familiarity with local political issues and government operations
- Strong familiarity with local media outlets and coaching
- Mastery of AP Style and standard rules of grammar
- Problem analysis/solving
- Strategic planning
- Leadership
- Project management
- Supervision
- Effective delegation
- Presentation skills
- Initiative and proactive nature
- Diplomacy
- Ability to handle multiple tasks at once
- Creativity
- Mastery of all writing formats, including media communications, collateral materials and proposals
- Microsoft Suite
- Familiarity with public opinion research concepts
- Familiarity with video production processes
- Familiarity of proposal and budget development

**Other Requirements:**

- Possess valid driver's license, car, registration and insurance
- Some travel may be required

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee is regularly required to use hands, finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds, and occasionally lift/and or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**To Apply:**

All interested candidates should send their resume and cover letter to [careers@katzandassociates.com](mailto:careers@katzandassociates.com). Cover letter should indicate experience and interest in public involvement and outreach programs as well as salary requirements.

*All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.*