



Account Executive Job Description

H/Advisors Abernathy, a leading strategic communications firm, is seeking ambitious and hardworking candidates with 1-2 years of relevant experience to join our growing firm. We focus on advising and executing sophisticated communications programs for consequential and high-stakes situations for some of the world's leading companies and organizations. Our work is primarily around mergers and acquisitions, shareholder activism defense, crisis and issues management, public affairs, litigation and other special situations.

Our clients come to us for help communicating their stories to policymakers, regulators, investors, customers, employees and other key stakeholders. The optimal candidate will have corporate or agency experience, a basic understanding of the financial world, as well as exceptional writing skills and experience with media relations.

The Account Executive (AE) role can be based in any of our offices: New York, Los Angeles, San Francisco, Houston, Washington, D.C. and Chicago.

Technical requirements

- Approximately one to two years of corporate communications or investor relations agency experience with some familiarity with at least two of our core practice areas including:
 - Corporate public relations
 - Investor relations
 - Stakeholder communications
 - Mergers & acquisitions
 - Shareholder activism
 - Crisis management
 - Alternative investments
 - Restructuring and bankruptcy
 - Litigation and regulatory action
 - Public affairs
- A bachelor's degree
- Strong interpersonal and organizational skills, and strong attention to detail
- Solid research and analytical skills, particularly around corporate reputation, financial performance, media mentions and overall public perception and the ability to compile comprehensive research and analysis projects.



- Excellent analytical capabilities, with the ability to distill research to its most salient points.
- Demonstrate clear, compelling and concise writing skills, including ability to draft memos, basic press releases, talking points, stakeholder letters, strategy decks, speeches, etc.
- The ability to work in a fast-paced, demanding environment while multitasking on various high-profile projects is a must.
- Experience with media relations and a desire to grow this skill as needed.
- Proficiency with Microsoft Word, Excel, PowerPoint; familiarity with social and digital media channels.
- Strong project management skills and experience working with, and helping to mentor, more junior colleagues and interns.

The role of an AE includes:

- Actively supporting senior team members in account management and new business activities.
- Conducting and supervising research and analysis on or for clients, major industry trends and relevant corporate issues.
- Crafting holistic communications strategies for clients by drafting and editing materials in support of client programs (such as press releases, strategy memos, Q&A documents, presentations, internal/external communications documents).
- Monitoring for client mentions across traditional, social and broadcast media, and helping pitch and engage reporters ahead of corporate news or developments to amplify visibility and media reputation.
- Managing administrative account responsibilities, including ensuring all monthly billing and activity reports are accurate and timely.
- Helping to manage and mentor/train more junior colleagues.

Salary Range

\$75,000 to \$85,000 per year, plus eligibility for consideration in our discretionary bonus pool. The salary range may be increased based on skill set and qualifications of candidates. This is an exempt role.

To apply, please upload your resume and cover letter (both documents are required for complete applications) to LinkedIn or send both documents by email to careers-abernathy@h-advisors.global. Please include "Account Executive" and the office(s) in which you are interested in the subject line and in your cover letter. We will review your application and contact you if you are selected for an interview.



About H/Advisors Abernathy:

H/Advisors Abernathy is a leading strategic communications advisor providing communications, engagement and advocacy expertise that helps clients build and preserve value, seize opportunities and solve problems in today's highly complex, dynamic and interconnected world. Since 1984, the firm specializes in advising CEOs, board directors and senior executives on effective stakeholder communications and engagement.

H/Advisors Abernathy operates from offices in New York, Houston, Los Angeles, San Francisco, Chicago and Washington, D.C. The firm is a founding member of H/Advisors, the leading global strategic advisory group for cross-border communications.

We serve our clients in the following areas: transaction communications; shareholder activism defense; crisis management; alternative investment communications and private equity; public affairs; corporate reputation and positioning; and investor relations. We are consistently ranked as a leader within these disciplines. We underpin all of our offerings with robust digital expertise, rigorous research and insights and creative services.

H/Advisors Abernathy is an equal opportunity employer. We value and welcome employees of diverse backgrounds, beliefs and viewpoints, including race, religion, national origin, gender identity and sexual orientation. We believe this diversity contributes meaningfully to the quality of the counsel we provide and enriches the culture of our firm.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. H/Advisors Abernathy participates in the E-Verify program. For more information about the program, please see our website's Join Us page (<https://abernathy.h-advisors.global/join-us/>). Please note that we will not sponsor applicants for work visas.