



Senior Account Executive Job Description

H/Advisors Abernathy, a leading strategic communications firm, is seeking ambitious and hardworking candidates with at least three years of relevant experience to join our growing firm. The role of Senior Account Executive (SAE) can be based in any of our offices: New York, Los Angeles, San Francisco, Houston, Washington, D.C. and Chicago. Our work focuses on advising and executing sophisticated communications programs for some of the world's leading companies and organizations, particularly 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 general understanding of financial communications, as well as exceptional writing skills and media relations capabilities.

Technical requirements

- Approximately three years of capital markets, corporate communications or investor relations agency experience and familiarity with at least two, and preferably more, 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
- Demonstrate strong writing skills, including ability to draft memos, 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
- Proficiency with Microsoft Word, Excel, PowerPoint; familiarity with social and digital media channels



- Strong project management skills and experience working with, and helping to manage, teams of people

The role of an SAE includes:

- Taking an active role in account management, providing client counsel, developing strategy and supporting new business activities.
- Liaising with client teams and effectively communicating account tasks and responsibilities to junior team members.
- Coordinating with third-party vendors (such as IR website / Wikipedia vendors, conference organizers, etc.).
- Conducting and supervising research and analysis on or for clients, major industry trends and corporate issues.
- Drafting and editing materials in support of client programs (such as press releases, strategy memos, Q&A documents, presentations, internal/external communications documents).
- Supporting media relations efforts by engaging with reporters to pitch stories and secure increased media visibility for client teams.
- Helping to manage and mentor/train more junior colleagues.

Salary Range

\$85,000 to \$95,000 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 "Senior 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.