



POSITION: Account Supervisor (AS)/Senior Account Supervisor (SAS), Account Director (AD)

SECTOR: Health Services

AGENCY: Revive, www.revivepr.com

LOCATION: Nashville, TN or Santa Barbara, CA

YEARS EXPERIENCE:

- AS - 5-7 years
- SAS - 6-8 years
- AD - 7-10 years

REPORTS TO: VP/SVP

THE POSITION

The Account Supervisor/Senior Account Supervisor/Account Director (AS/SAS/AD) serves as the day-in and day-out steward of the agency-client relationship. The AS/SAS/AD manages account planning, budgeting, implementation and reporting. The AS/SAS/AD is responsible for managing/directing the account team toward on-time and on-strategy completion of program deliverables and commitments. The AS/SAS/AD serves as the account team's daily go-to person on operational direction, tactical challenges, priority alignment, and client relations support.

THE RESPONSIBILITIES

Charged with daily overall account management planning and implementation, the AS/SAS/AD is responsible for:

- Daily client/team counseling
- Daily team supervision
- Daily client reporting/communications
- Review/editing of client documents
- Program development and implementation against objectives and strategies
- Team mentoring and professional development
- Monthly/weekly staff power planning/tracking including timely communications to Controller/CFO, CAO, and supervisor
- Helping maintain quality, on-time deliverables within budget
- Budget development/monitoring/tracking
- Identifying opportunities for continuous quality improvements
- Implementing program measurement tools
- Identifying opportunities to grow client's business
- Participating in new business development, as appropriate
- Executing other tasks as assigned/needed

THE ESSENTIALS

Education:

Bachelors degree in marketing, communications or related field is required, an advanced degree preferred

Experience:

- AS: 5-7 years; for SAS 6-8 years; for AD 7-10 years of progressively responsible health care PA/PR agency or equivalent experience, health care agency or health care company/organization required
- Comprehensive understanding of, and experience in, developing and executing successful integrated communications strategies and tactics, including PR/media relations, online marketing and social

- media programs; and knowledge of monitoring and analytical tools with an ability synthesize data
- Excellent interpersonal and communications skills, verbal and written
 - Superior organizational skills and attention to detail
 - Must be able to multi-task and manage multiple projects at a time
 - Demonstrated capability in budget development and management, delegating assignments and supervising a team
 - Passion for wellness and healthy lifestyle preferred

The Qualities and Attributes You Need to Succeed:

- A drive to win and a focus on results
- A love of PR and issues management
- An “addiction” to quality thinking and performance
- A commitment to personal mastery
- An attitude of team abundance and a sense of humor
- A genuine care for others
- A habit of being truthful even when it hurts

THE FIRM

Revive is a national public relations firm specializing in Health Services and Healthy Living. Named “New Agency of the Year” in 2010 by *The Holmes Report* and “Best Agency to Work For” in 2011, Revive is the 15th largest health care PR firm in the country. Revive's clients include major hospitals and health care systems, academic medical centers, physician organizations, health care industry associations, health care IT, and health & wellness companies. With 20 professionals on staff, Revive has offices in Santa Barbara, California and Nashville, Tennessee. To learn more, visit www.revivepr.com.