



Project Manager September 2017

LINK Strategic Partners is searching for a communications and community relations professional to be an integral member of the team and serve our clients through client management, research, writing, program development and management, and day-to-day account administration. Enthusiastic, passionate, and driven people are encouraged to apply!

Located in Washington, DC, LINK Strategic Partners is strategic communications and stakeholder engagement consulting firm serving clients across the country. We develop cutting-edge communications, engagement, social marketing, public relations, and advertising campaigns to help our clients translate seemingly insurmountable challenges into opportunities for local success. Current clients include municipal governments, school systems, major sporting events, educational institutions, government agencies, associations, small businesses, and nonprofit organizations.

LINK Strategic Partners offers employees a supportive, team-based work environment. We provide growth opportunities, challenging assignments, and a comprehensive and competitive salary and benefits package. We do whatever it takes to excel at our work, and we provide all of our employees with extensive opportunities for client interaction, as well as opportunities to define and extend the LINK Strategic Partners brand. Our headquarters is located in a recently renovated space in the heart of DC's Columbia Heights neighborhood.

The Project Manager works closely with our cross-functional team of firm leadership, project managers, designers, and associates, as well as our clients. This position requires keen attention to detail, the ability to manage complex projects and fast-paced deadlines, long hours, a work ethic where "going above and beyond" is standard, a positive attitude, and a passion for authentic community-based work.

Responsibilities

- Support and manage projects across a range of issue- and brand-oriented matters
- Work with project teams to create and execute traditional and digital communication strategies across multiple platforms in support of client projects
- Write and collaborate with firm leadership and project teams on a full range of client deliverables including, but not limited to: communications plans, meeting reports, surveys, memoranda, presentations, speeches, talking points, and public reports
- Collaborate with our creative and technical teams such as web developers and print designers
- Lead brainstorms and creative idea-generation sessions
- Maintain a deep understanding of industry trends and issues, as well as news involving client accounts in order to effectively deliver strong and creative communication recommendations that are relevant to their needs and business objectives
- Coordinate outreach to bloggers and other top-tier digital influence leaders, and generate coverage and/or measurable behavior-shifting results



- Write media relations materials to include pitch letters, news releases, backgrounders, fact sheets, and bios
- Handle media relations activities that might include pitch development, list-building and maintenance, daily media monitoring, and scanning media to identify opportunities for clients
- Assist with research and preparation for new business pitches
- Other duties as assigned to meet business and client objectives

Desired Skills and Experience

- Bachelor's degree from an accredited college or university in a related field
- Minimum of 3 to 5+ years of previous communications and/or stakeholder engagement work experience
- Proven project management abilities
- Exceptional writing and editing skills, and the ability to write strategically, collaboratively, and creatively under tight deadlines
- Strong strategic and critical thinking skills, with the ability to communicate that thinking verbally and in writing for a variety of audiences
- Solid research capabilities, with the aptitude to summarize findings into digestible, actionable synopses
- Familiarity with and/or knowledge of community engagement and community relations for government agencies, school districts, and non-profit institutions
- Advanced understanding of digital and traditional communications strategies and tactics
- Proven knowledge of emerging digital technology, with a demonstrable interest in social media tools and trends
- Media relations skills and the ability to translate client needs into media opportunities
- Ability to work on a team and handle multiple fast-paced projects simultaneously
- Ability to handle high priority and pressure situations
- Entrepreneurial spirit and collaborative team inclination
- Ability to work independently and be a self-starter
- Event management experience is a plus

To apply, please email a resume, cover letter, and two writing samples to careers@linksp.com. Please put "Project Manager" in the subject line. The cover letter should begin by completing this sentence: "I am the single best person you can hire because..."

EOE Statement

LINK Strategic Partners is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.