

**About Ditto:**

Ditto is a nimble communications agency with offices in Brooklyn and San Francisco. Our work delivers impactful results to elevate our clients' brands and positions them as leaders in their industries. Our clients range from innovative start-ups to mid-stage companies across a variety of sectors that include technology, education, fintech, healthcare, philanthropy, and professional services.

**About the Opportunity:**

As our Brooklyn office continues to grow, Ditto is looking for a creative and energetic communications professional who thrives in a fast-paced startup environment to join our team. You are an Associate Vice President who will lead a range of accounts in fintech, education, healthcare, and professional services. You have an entrepreneurial spirit, superior writing skills, and a drive for helping companies develop innovative communications strategies.

**Daily Responsibilities + Activities:**

- Contribute to business growth through introducing clients to new capabilities, building network of industry contacts and participating in relevant professional organizations
- Develop creative story angles and secure coverage in print, broadcast and online media outlets
- Develop and foster an exceptional rapport with current and potential clients
- Develop out-of-the-box media strategies and campaigns
- Manage several accounts with a positive and proactive attitude
- Write press releases, pitch letters as well as new business plans and presentations
- Oversee operational performance of accounts, ensuring quality work and deadlines
- Play major role in creation of communications plans and goals
- Serve as daily client contact and act as client lead; address client issues thoughtfully and effectively
- Consistently produce high quality internal and external communications content
- Demonstrate tactical proficiency in media relations, including creating and driving both traditional and social media outreach plans

**Relevant Knowledge + Skills:**

- 7+ years of experience at a PR agency
- B.S./B.A in public relations, marketing, business communications or related field
- Proven ability to create media plans from concept and follow through to placement
- Ability to meet deadlines without sacrificing quality