

**About Ditto:**

Ditto is a nimble communications agency with offices in Brooklyn, San Francisco, and London. 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, cryptocurrency, education, fintech, healthcare, philanthropy, and professional services.

About the Opportunity:

As our team grows, Ditto is looking for creative and energetic communications professionals who thrive in a fast-paced startup environment to join us. You are a Senior Account Executive who will support a range of accounts in fintech, cryptocurrency, 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:

- 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
- Support several accounts with a positive and proactive attitude
- Write press releases, pitch letters as well as new business plans and presentations
- 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:

- 3+ 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