



WE'RE HIRING

ACCOUNT EXECUTIVE

About Adeo

Adeo Advocacy is a woman-owned and led communication and creative agency headquartered in Baltimore, MD. Powered by a team of talented communicators, writers, organizers, digital strategists, creative ideologists and political operatives, we work with clients across industry to build layered campaigns that amplify brand position, educate communities, engage supporters and connect with consumers.

About this position

Adeo is seeking an experienced Account Executive to join our team. Account Executives drive the day-to-day execution of client strategy across a broad spectrum of industry, issue and tactical platforms, including message and narrative development, paid communications, digital strategy, media relations and grassroots advocacy.

You will work directly with the project manager and senior level members of the agency to produce deliverables for client projects including strategic messaging guidelines, research findings, marketing plans, brand guidelines, campaign messaging and planning, and other critical assets that comprise the work that Adeo delivers.

You will coordinate the development and implementation of communications and marketing solutions, crisis communication plans, advocacy efforts, local and national planning around campaigns, and strategic plans designed to impact critical legislation.

You will ensure the delivery of distinctly remarkable outcomes for clients within the boundaries of scope, time and budget.

Adeo has a physical office space in Baltimore, Maryland and supports a hybrid and remote team and culture. We are open to candidates both local and remote.

Benefits Include

- Partial employer-paid health care.
- 401k with employer match.
- Salary commensurate with experience.
- Performance-based bonus structure.
- Work directly with agency Presidents and CEO.
- Independence and freedom to do your best work.
- Clear path for professional development and agency leadership.
- Big clients and projects across diverse sectors and industries.
- Opportunity to help guide the evolution of process, tools and culture.
- Smart, engaging and innovative colleagues.



Responsibilities

Responsibilities include:

- **Support** the execution of integrated, multi-platform campaigns for a diverse roster of clients.
- **Cultivate** a deep understanding of our client's business objectives and target audiences.
- **Deliver** proactive client management and unmatched service on multiple accounts.
- **Produce** strong written deliverables under tight deadlines.
- **Guide** internal and external teams in the development of creative assets.
- **Execute** digital strategy.
- **Contribute** creativity, passion and heart to an entrepreneurial team environment.

Qualifications

- 3+ years in communications, marketing or public relations firms.
- An exceptional writer who is able to convey both strategic acumen and creativity in your writing...under tight deadlines.
- Experienced in crafting and executing long term plans to help clients achieve objectives using communications, media and advocacy.
- Mastery of account management fundamentals, tools and best practices.
- Experience with social media platforms and best practices is a plus.
- Proficient and actively engaged with emerging AI tools and resources
- Experienced in common project management tools (Monday, Harvest) and all primary Microsoft applications including Word, Excel, PowerPoint, etc.
- Unparalleled organizational abilities.
- Inspiring attention to detail.
- Excellent written, verbal and presentation skills.
- Driven, creative and resourceful.
- The ability to work calmly and efficiently in a fast-paced environment.

Next Steps

Please submit a cover letter, resume, salary requirements and references to hello@adeoadvocacy.com with **AE** in the subject line.

Adeo is committed to the diversity of our team and partners. We strongly encourage women, people of color and candidates of all gender identities and expressions to apply.