

PR Account Client Services Manager

THE ROLE

We're looking for a **PR Account Client Services Manager** to support our growing public relations team. This role is a great fit for someone early in their career (0–3 years' experience) who is curious about financial services PR and eager to learn the ropes in a fast-paced agency environment.

As part of the team, you'll work on media tracking, awards programs, and content development while gaining exposure to both tactical execution and strategic thinking. You'll learn directly from senior PR team members, sharpen your writing skills, and build a foundation in financial media relations.

WHAT YOU'LL DO

- **Track and report media coverage.** Manage searches, alerts, and trackers; compile campaign roundups and quarterly reports.
- **Support PR audits and planning.** Help review client media presence and prepare PR action plans using templates.
- **Draft and edit content.** Write first drafts of press releases, contributed articles, pitches, and award nominations using client interviews, notes, and AI tools.
- **Assist with awards programs.** Keep awards calendars up to date, organize materials, and support submissions.
- **Coordinate schedules.** Assist with PR-related calls, interviews, and reminders to keep clients and media on track.
- **Build media lists.** Research podcasts, trade outlets, and industry media opportunities.
- **Find smarter ways to work.** Use tools like Meltwater and AI platforms to streamline tasks and improve workflows.

WHAT WE'RE LOOKING FOR

- 0–3 years of experience in PR, communications, journalism, or related field (agency or financial services experience a plus)
- Strong writing and editing skills with attention to detail
- Organized and proactive with great time management skills
- Comfortable with tools like Microsoft Office, Meltwater, and open to learning new platforms
- Curious about financial services and motivated to grow into a PR professional in a niche industry
- A team player with a positive attitude who thrives in a collaborative, high-performing environment

WHY YOU'LL LOVE WORKING HERE

- Hands-on learning in a specialized and growing industry
- Exposure to senior PR leaders and client-facing opportunities
- A collaborative team that values creativity, curiosity, and growth
- Remote flexibility with a connected, supportive culture

HOW TO APPLY

Send your resume and a short note about why you're excited to work with Ficomm Partners to connect@ficommpartners.com. We'd love to hear from you.

ABOUT FICOMM

Ficomm Partners ("Ficomm") is a strategic marketing and PR consulting firm serving financial services companies, specializing in the financial advisory and wealth management communities. Our strategic communications programs include branding, marketing, digital outreach, public relations, marketing consulting, and advisor education.

Ficomm's clients include independent registered investment advisory (RIA) firms, financial advisor practices, and large financial advisory teams.

At Ficomm, our competitive advantage is built on the strength of our relationships and our reputation in the industry, our enjoyment collaborating with each other and for what we do, and our desire to build a new and improved approach to marketing enabled growth for our clients. Our culture is collaborative, high-intensity, and fully engaged, which we maintain by investing in highly motivated, enthusiastic people interested in being a part of something different and exciting.

OUR VALUES

Integrity Without Compromise

We keep our word, do what we say, and always strive to do the right thing every day.

Intentionally High Standards

We're high performers with high expectations for ourselves, our work, and our clients. We create an environment where all Ficommers can continuously perform at the top of their game, recharge when they need it, and come back twice as strong.

Tenacious Growth Mindset

Complacency has no place here. We are constantly seeking forward-thinking, disruptive, and innovative ideas to drive internal and external growth. We're tenacious about this, even when it's hard, because that is when the real growth happens.

Team Before Self

We're happy to leave our egos at the door, humbly accept feedback, learn with enthusiasm, embrace the gifts that others bring, and work together toward a common goal.