



## SENIOR VICE PRESIDENT, CLIENT SERVICES POSITION ANNOUNCEMENT

### **About ProSocial**

ProSocial is a prominent entertainment-driven, public engagement agency at the nexus of media and social change. We are an industry leader at social impact engagement campaigns and in sustaining audience viewership through strategic outreach. Our work helps creative teams maximize their storytelling for the greatest audience and change makers maximize their investments for the greatest impact. Our innovative, multi-platform public engagement campaigns span a wide variety of issues, ranging from healthcare and education to the environment and human rights. Our expertise includes data-driven strategies, high-visibility media events, tried and true grassroots mobilizing and “big reach” entertainment and brand partnerships. Whether we are working with fiction or nonfiction, leveraging powerful stories from history or shining a spotlight on contemporary issues, ProSocial connects the dots between the creative community and some of the world’s most powerful socially conscious philanthropists, investors, and brands.

### **About the Position**

ProSocial is recruiting for a senior level position to oversee and manage client services and contribute to new business development. The **Senior Vice President, Client Services** plays a pivotal role in the execution and delivery of campaigns, interfaces and manages new and existing client relationships, and leads the team responsible for the core service offerings.

Top-notch leadership and people management skills are critical to the role. Self-starters with outstanding communication skills, exceptional client service capabilities, broad strategic understanding of the media and entertainment worlds, experience in developing and implementing campaign strategies, and a large dose of creativity will thrive in this role.

### **Responsibilities:**

- Manage and oversee delivery of a portfolio of projects, from design to implementation to final report
- Represent the company and brand externally to clients, strategic partners, funders and influencers
- Build and manage positive and productive relationships with clients and strategic partners
- Lead strategy discussions, provide oversight to staff engaged with potential clients, write proposals, and secure new clients
- Translate campaign strategies into results-oriented actionable concepts and measurable project plans
- Proactively identify and communicate challenges before they become problems
- Generate compelling and engaging materials to support campaigns
- Deliver high-quality work products on-time and on budget
- Supervise and support full-time staff, project, freelance, and volunteer team members as appropriate
- Be aware of ProSocial’s values and conduct business with stakeholders in that spirit
- Create print and web based communications materials
- Coordinate unique initiatives designed to ensure long term reputational success in the field
- Attend and maintain a presence offsite at meetings, client-service events, etc.

## What qualifications are we looking for?

### General:

- Minimum 15 years of relevant work experience including a majority of that as experience organizing around social issues
- Demonstrated ability to establish credibility and trust with clients
- A self-starter who knows how to prioritize assignments, move quickly and remain flexible
- A passion for social change, ideally with experience in cause-related enterprises or campaigns
- Demonstrated experience as a proactive problem-solver, with a keen ability to balance the interests of multiple stakeholders
- Someone who stays abreast of world events, changes in society, communications strategies, social media innovations and popular culture, out of personal interest
- Demonstrated superior interpersonal and communication skills
- At minimum a baseline familiarity with storytelling and the entertainment industry

### Professional:

- Executive-level organizational, planning, communication, management and writing skills
- An outstanding track record of success in managing others and balancing multiple projects dedicated to social change at once in a deadline-oriented environment
- Established track record of relationship building and cultivation of excellent client service
- Excellent track record of multi-tasking and meeting deadlines in a fast-paced campaign environment
- Demonstrated history of success in new business development and acquisition
- Good interpersonal skills, both as a team leader, and independently
- Recruitment and retention of key talent
- Outstanding attention to detail
- Demonstrated experience developing and implementing strategies to maximize the reach of media opportunities, both traditional and social
- Experience providing effective day-to-day management of project budgets and financial performance

### Technical:

- Proficient in Microsoft Office Suite

### Education:

- Bachelor of Arts or Science required, ideally with coursework in political science, social change, business studies, or communications. Relevant graduate degree preferred.

**Location:** Santa Monica, CA

**Compensation:** Salaried, commensurate with experience.

**To Apply:** Interested parties should submit to [jobs@prosocialconsulting.com](mailto:jobs@prosocialconsulting.com): (1) Cover letter, outlining both the interest in and suitability for this position; (2) Résumé, including specific dates and results for each professional role and educational program; (3) Two writing samples including one that evidences strategy work; and (4) Salary history. **All four areas of required documents must be submitted** to warrant consideration.

**Women, people of color and LGBTQ candidates are encouraged to apply. ProSocial is an Equal Opportunity Employer.**