



## **PR & Communications Manager**

As a PR & Communications Manager, you'll partner with our clients to understand who they are and communicate their expertise and passion to the world through owned and earned channels. You'll build end-to-end communication campaigns, acting as an in-house resource alongside the Gateway PR team. Beginning with strategic planning and following through to daily execution, your work will build and maintain trust and enduring connections between our clients and their audiences.

The ideal candidate is business and media savvy, passionate about earned and owned media. We are looking for someone who is both a self-starter and a team player - motivated to deliver results but also able to work effectively with colleagues.

This is a hybrid (remote/ in office) position based in Orange County, California.

For more information and to apply, please email your resume to [PRcareers@gatewayir.com](mailto:PRcareers@gatewayir.com)

### **Responsibilities:**

- Day-to-day client lead, working to develop communications strategies and creative activation plans for initiatives and launches.
- Be a trusted partner, counsel, and teacher to clients on all things earned and owned
- Develop strategic plans, media relations strategies and content for announcements and always-on storytelling across appropriate channels
- Leverage your creativity and actionable insights to inform compelling stories and engaging content
- Draft owned content, press releases, media materials and strategic documents
- Establish client goals based on audience segmentation, needs, and overall business objectives
- Tracking and reporting KPIs and metrics
- Manage multiple projects across client accounts, while owning multiple deliverables
- Provide guidance, support and mentorship for junior team members

### **Qualifications:**

- 4+ years of experience working in Communications, Public Relations, or a related field
- Audience empathy as a primary driver of your communication strategy
- Hands-on experience in strategic campaign development and execution
- Exceptional time management skills with the ability to juggle multiple projects, meet deadlines and work with quality and efficiency
- Professionalism, poise and confidence participating in a variety of situations including client presentations and events
- Proficient in communications tracking software (Cision, Meltwater, Sprinklr, Spredfast, etc.)
- Experience in writing business communications (executive emails, blog posts, press releases, etc.)
- Excellent written and verbal communication skills

### **Benefits:**

- Competitive market salary with opportunity for bonuses
- Standard medical coverage available
- Paid vacation, holiday, and sick leave

- Simple IRA retirement plan with employer match available
- On-site, complimentary corporate gym access
- On-site café, dry cleaners, convenience store, and executive car wash
- In-office, stocked kitchen with fridge and snacks
- Centrally located office in Newport Beach, CA
- COVID protocol compliant with hybrid modality
- Open, social environment (ping pong skills a plus, but not required)

**About [Gateway Group](#)**

Gateway is a leading strategic communications and capital markets advisory firm. For more than 20 years, Gateway has delivered superior performance in strategic consulting, corporate messaging and positioning, investor awareness, and analyst and financial press coverage. Gateway executives have extensive experience in capital markets and financial communications, and represent clients in a wide range of industries, including technology, consumer, industrials, financial services, and business services.