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# Example of Community Relations Manager Job Description

Our growing company is looking for a community relations manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for community relations manager

* Acquisition and release of land rights and Permits for the project and
* Resolution of land and Permits related issues according to applicable company procedures and regulatory, legislative, contractual and financial obligations
* Recommending guidelines, policies and procedures, which will ensure adherence to the project technical and quality requirements and the successful execution of the land and permits acquisition plan
* Participate in project activities by providing input to identify key stakeholders during the development of a project
* Works as a central knowledge and practice expert with internal clients affected parties such as landowners, landowner and industry associations, governmental agencies, regulatory bodies, in executing land and permits acquisition and public awareness/consent programs, resolving escalated land, permits and community relations related issues, unique land issues, claims, negotiations, arbitrations and legal actions, and recognizing precedent-setting impacts
* Communicates with key internal stakeholders about all land, permits and community relations issues that may impact the project ability to meet its schedule and budget
* Provide appropriate guidance as require to maintain landowner relationships along the pipeline system
* Promotes a positive influence on the work of others through demonstration of technical expertise and effective interpersonal skills
* Oversees the plan, development and implementation of an effective community and indigenous community relations program that promotes to internal and external audiences the corporation's commitment to it's role as a good corporate neighbour
* Effectively deals with community concerns through understanding issues, communicating as appropriate with internal staff or EPC contractor, developing strategies and achieving appropriate resolution to such issues that balance stakeholder requirements

## Qualifications for community relations manager

* Superior knowledge of Company Community Relations strategies & programs
* Demonstrated capability of executing project plans and driving initiatives to successful conclusions
* Experience collaborating with and counseling senior executives (C-suite, Managing Directors, Subject Matter Experts)
* Proven ability to set and manage personal priorities and move projects forward with minimal guidance
* At least 3-5 years in hemophilia care or advocacy role
* Minimum five (5) years’ experience working with the community and customers