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# Example of Corporate Affairs Manager Job Description

Our company is looking to fill the role of corporate affairs manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate affairs manager

* Participate in the development of financial sector positions on environmental and social issues that are material to banks
* Work with Corporate Communications and Citizenship Engagement in the development of enterprise-wide environmental employee engagement campaigns on environmental issues
* Lead or support research and thought leadership, with emphasis on the key environmental causes we support though donations
* Travel coordination/scheduling
* Stakeholder and issues mapping for Germany and ongoing political monitoring delivering support on ongoing stakeholder engagement and lobbying efforts on key issues in Germany
* Manage various federal, state, and local governmental activities for the company
* Review, analyze, and communicate proposed legislation/regulations to appropriate internal and external personnel
* Manage contract lobbyists, as needed in various states
* Communicate with contract lobbyists, elected officials and their staff members, interest groups and state agencies to convey the company position on issues
* Work with field personnel in developing appropriate strategies for specific governmental activities

## Qualifications for corporate affairs manager

* Knowledge of local and english language
* Reading comprehension, active listening
* Critical thinking, System analysis
* Strategic media relations skills
* Must be a team player with strong interpersonal skills and ability to collaborate with global colleagues
* Drive agenda of employee engagement committees across all North America sites, including setting the annual calendar for engagement, acting as a resource for site-specific efforts, and leading the New York committee