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# Example of Director, Marketing & Communications Job Description

Our company is looking to fill the role of director, marketing & communications. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, marketing & communications

* Co-supervise two employees with another department
* The Director partners with their respective business counter parts in the development of the short & long term, strategic systems plan
* The Director will work closely with other groups globally to coordinate cross-functional plans and activities
* The Director recognizes and identifies potential areas where existing policies and procedures require change, or where new ones need to be developed, including regulatory & privacy driven changes to respective countries, compliance (eg., Sarbanes Oxley, HIPAA, .)
* The Director must be able to act for their SVP in their absence, handle any duties assigned by management
* Creating high-impact, visually engaging presentations and other content for internal and external audiences
* Collaborating on creative communications programs to engage employees in the Marketing organization, overseeing routine department communications (organizational announcements, large “town hall” meetings)
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* Design and create day-to- day communications to inform employees and clients of changes to policy and procedure
* Own Social Media Policy, channels, monitoring and strategy / execution and manage Media Relations agency including priorities and execution

## Qualifications for director, marketing & communications

* Candidate must excel in a fast paced environment, possess strong strategic thinking and the ability to lead and motivate agencies, and influence senior management, peers, and subordinates, gaining their respect and making them value his/her judgment
* Experience working in a large, complex, fast-paced fortune 500 Company is strongly preferred
* Bachelor’s Degree in Marketing, Communications, Public Relations, Journalism, Graphic Design or related field strongly preferred
* Minimum 7 years of experience in Marketing, Public Relations, Communications, or related field required
* Must have experience in creating and launching large-scale marketing and programs
* Previous experience in developing and implementing web-based communications