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# Example of Executive Communications Manager Job Description

Our growing company is hiring for an executive communications manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive communications manager

* Create and manage process, metrics and archive content
* Participate in executive communications strategy and planning
* Manage outside resources, such as agencies, contractors, and vendors
* Proactively recommends and develops content for use on social media outlets
* Oversee execution of external and internal communications plans for Student Corps
* Work with the head of global executive programs to present the executive programs strategy to the marketing organization, sales and AWS executives
* Define a communication strategy identifying channels, programs and content needed to support these vehicles
* Partner with executive/enterprise product marketing, enterprise strategy and global campaigns to develop thought leadership campaigns and content designed to provide awareness and education to gain the mindshare with this executive audience
* Determine communication channels, such as blogs and social media to create an executive community that will continue engagement beyond in-person programs
* Identify content outlets to partner with on thought leadership pieces with the goal of creating awareness at the executive level

## Qualifications for executive communications manager

* 8 to 10 years communication experience desired across various functional areas, previous senior leadership exposure an advantage
* Builds and strengthens relevant industry and technology knowledge
* Very focused
* Minimum educational qualification of Bachelors or equivalent, while an advanced degree is preferred
* Minimum 8 years of experience in corporate and/or agency communications
* Minimum 5 years writing, editing and speechwriting experience in a corporate environment