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# Example of Senior Manager, Corporate Communications Job Description

Our company is searching for experienced candidates for the position of senior manager, corporate communications. 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 senior manager, corporate communications

* Work with cross-functional groups to draft key messages for announcements, drafting press releases, assisting with blog posts and other aspects of the communications plans
* Assume primary responsibility for managing Ironwood’s intranet, Ironworks (built on a Jive platform)
* Manage brand communications for one of our two products and PR agency, collaborate with Commercial
* Ensure consistent messaging throughout PR, Investor Relations (IR) and IC and the ability to manage group deadlines and events
* Collaborate with legal, regulatory, compliance and investor relations with the promotional review committee and other internal and external stakeholders to obtain alignment on programs, messages and materials
* Collaborate with the director of CC, as needed, on corporate branding, news and milestones communications, traditional media outreach, collateral material development and brand communications
* Championing and reflecting the company’s brand through communications activities across the enterprise which drive reputation and business results
* Providing strategic communications counsel and superior ‘client service’ to the bank’s senior leaders in Canadian P&C
* Developing annual and as-needed communications strategies and plans in support of P&C’s business priorities
* Serves as a liaison with PR agencies, news agencies, and event organizers, to ensure project goals are met and timetable/budget parameters are kept

## Qualifications for senior manager, corporate communications

* Results-oriented and a team player/relationship builder
* International travels may be required
* Excellent writing ability the flexibility in style to handle a variety of writing assignments from press communications to investor relations projects to the more routine updating of “living” documents
* Ability to motivate and lead volunteers
* Expertise in Microsoft PowerPoint and similar software or web-based solutions (Apple’s Keynote, Prezi)
* Understanding of global business environment