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# Example of Senior Manager, Corporate Communications Job Description

Our innovative and growing company is looking to fill the role of senior manager, corporate communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior manager, corporate communications

* Translate company strategy into compelling messages to proactively drive the company’s “financial brand” in key markets
* Coach executives to enhance their storytelling skills and impact with media/stakeholders and via speaking engagements/external forums
* Handle news releases and media inquiries on financial and investor matters, in partnership with LS&Co
* Identify opportunities for media relationship-building and storytelling
* Draft, edit and distribute memos, talking points, presentations
* Support communications related to financial and company performance, including quarterly earnings reports, the Hilton Annual Report, Corporate Governance, investor roadshows, brand launches, and industry conferences
* Improve Hilton’s Investor Relations online presence by maintaining ir.hilton.com
* Work with senior executives on a domain based on corporate performance and governance, including partnering with Executive Communications to position senior executives as thought leaders in the business and trade press
* Assist the Senior Manager of Corporate Affairs, the company’s Government Relations team, in maintaining close relations with industry and trade associations and bodies (AHLA) to ensure Hilton is appropriately represented and the benefits are fully realized
* Write and prepare materials, including briefing books, key messages, press releases

## Qualifications for senior manager, corporate communications

* Good team player with creative flair
* Proven experience with corporate and/or product promotion and reputation management
* Proven experience driving internal/external in-house or at an agency
* Deep understanding of investing, specifically retirement strategies, asset allocation, and financial market dynamics
* Series 7 registered a plus
* Deep understanding of trading, specifically equities and derivatives strategies