



Example of Collaboration Manager Job Description

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Our company is growing rapidly and is looking to fill the role of collaboration manager. 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 collaboration manager

- Responsible for supporting and executing strategy for OneDrive, Sharepoint and SocialCast
- Lead a team responsible for manage posts/status updates, foster dialog, answer questions or comments, monitor trends, advise on potential opportunities and resolve issues
- Lead influencers that supports social collaboration goals
- Interface with various business and corporate constituencies, including Employee Communications, Marketing, HR, and product/brand managers to partner on sustainability, engagement opportunities, and grow adoption
- Define and measure Content and Social collaboration success metrics
- Assist with the management of issues, including development and implementation of proactive strategies and responses
- Support business groups in the development of long-range, social media content strategies, and tactical plans
- Lead change management and adoption initiatives
- Develop and execute communication plans to effectively communicate to stakeholder audiences, including establishing appropriate strategies, defining key messages, writing communications and managing delivery
- Develop and deploy user adoption/training programs and process change initiatives

Qualifications for collaboration manager

- Market Planning - Supporting and establishing strategic Marketing direction for the broad APJ Collaboration team and establishing appropriate support mechanisms to accomplish APJ Collaboration sales goals
- Teamwork – form and maintain effective teams
- Planning & Organizing – lead the transition from “Big Picture” to detailed work plans
- Analysis / Decision Making - define problems, distinguish between causes and symptoms
- Implement and manage appropriate metrics to provide management visibility of platform performance