



# Example of Director, Internal Communications Job Description

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Our company is growing rapidly and is looking for a director, internal 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, internal communications

- Work in a multi-cultural, cross-functional environment that appreciates different perspectives and collaboration
- Benchmark our program against others in the industry and stay abreast of the latest trends and technology
- Act with integrity, candor and a sense of ownership for the business
- Formulating the editorial strategy, plans and content for engaging, empowering and informing colleagues in how we serve our customers, communities and shareholders
- Writing and editing stories, graphics and presentations that illustrate our key capabilities, growth strategies, efficiency goals and Core Beliefs
- Plan and execute global colleague campaigns to support our editorial and business needs, , Colleague Recognition, Compliance, Performance Management
- Coordinating and producing the CEO's quarterly global town halls, , content development, logistics, team leadership
- Develop and promote best practices, branding guidelines and editorial policies for our global communicators around the world
- Build and manage colleague engagement projects, , website development for the intranet (a new HR portal, improving usability and creating more engaging content)
- Work closely with EVP of HR, and other executives, on communication projects and strategies, as needed

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- The focus of this role is on translating functional strategies into operational plans and priorities
  - The potential impact of decisions made by this individual have significant operational or financial impact on the performance standards of the function and may impact the company's success
  - This individual will use in-depth knowledge to solve abstract issues and assess intangible variables, and establish long-range plans
  - This individual is accountable for managing to assigned budget
  - Plan and direct activities including planning and implementing forecasts, marketing communications, relationship development, key stakeholder management and satisfaction
  - Review internal and external communication plans with executive management on a regular basis