



Example of Director, Internal Communications Job Description

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Our company is searching for experienced candidates for the position of director, internal communications. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for director, internal communications

- Developing plans to build effective communication campaigns across the organization
- Leading non-hierarchical work groups to ensure message alignment and integration across the organization
- Coaching and supports junior members of the team
- Writing or managing the production of a wide range of internal communications focused on business functions and / or investment subject matter
- Enhancing the quality and consistency of communications
- Prioritizing projects and manages expectations of deliverables
- Experience within a marketing agency background supporting a variety of clients is a plus
- High integrity with an open and participative approach to issues
- Passion about the notion of “best in class” for him/herself and the communications team
- BA/MA in communications or a related field

Qualifications for director, internal communications

- Strong executive presence and influencer skills
- Experience in developing, managing, and executing communication campaigns

- Ability to work collaboratively across functional peers and across organizational functions
- Demonstrated experience working across Finance, Human Resources, Legal, Engineering, Marketing and Sales organizations
- A demonstrated ability to manage and develop professional level employees