



Example of Executive Creative Director Job Description

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Our company is growing rapidly and is hiring for an executive creative director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for executive creative director

- Actively manage and prioritize the projects on team creating schedules and resourcing accordingly
- Serve as point person on workflow, coordinating with various stakeholders on appropriate resourcing
- Optimize current project management tracking, identify tools that would benefit the team and implement
- Offer critical and creative thinking as part of the ideation process for each project, and understand strategy behind sold projects in order to know how to best serve client's interests
- Liaise with internal cross-functional teams for launch of campaign components
- Handle other process/logistical tasks within the group, including technology, billing, communication with finance office on project budgets, coordinating legal agreements
- Strategic partner with clients
- Maintains close relationship with the client's assigned leadership contact to ensure Creative Design deliverables
- Taking important decisions that ensure the organizational profitability without compromising the creative quality of projects
- Lead the Creative team in the development of assets that work across all channels and platforms (from retailer point of sale to websites to social media)

Qualifications for executive creative director

- Thorough understanding and application of publishing analytics (Omniture, Google Analytics)
- Must be capable of bringing forth innovative ideas and develop top quality graphic materials to target the Hispanic audience and other demographics
- Position requires 10+ years related experience including working on a global scale
- Ability to work in a fast paced environment with self-starter mentality
- Proficient knowledge of computer programs including Microsoft Office, In Design, Illustrator and Photoshop, GMW
- Demonstrate a strong belief in user-centric innovation design and agile development coupled with the ability to explain how to approach innovation design and development with F500 customers