



# Example of Internal Communications Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of internal communications 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 internal communications manager

- Develops approach to editorial planning, news gathering and reporting that is balanced and representative of the total organization and supports corporate-wide message alignment
- Adheres to editorial standards of news and feature article writing that a) cites and quotes sources
- Develops and implements a production/posting process that is efficient and accommodates sufficient time for quality writing, review, revision and approval of content
- Develops approach for measuring results
- Develop an internal communications strategy for US Tower and align with individual departments' communications agendas, working with the executive team, Human Resources and departmental managers
- Create key communication and presentation materials for the Division President and the executive team ensuring quality writing that captures the leaders' tone of voice and is tailored to each audience
- Ensure the planning, development, and execution of executive communications are consistent with internal standards and communication strategy, support business priorities and objectives, and align with the Company's values and goals
- Act as an advisor and thought leader for managers on the use of effective

- Ensures initiatives focus on engaging employees on the organization's operational, business, brand, and strategic priority initiatives
- Serve as point person for identifying initiatives, activities, and achievements to be shared internally

## Qualifications for internal communications manager

- Communications experience essential
- Ability to work autonomously in a fast-paced, high-growth environment, and also work collaboratively on a team
- Ability to work with people across job functions (tech and non-tech)
- Strong editing, problem solving, project management and interpersonal skills
- This individual reports to the Director/Senior Director of Enterprise Communications
- Minimum bachelor's degree in Communications, English, or other (post-graduate or professional degrees a plus)