



Example of Manager, Communications Job Description

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Our company is looking to fill the role of manager, communications. 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 manager, communications

- Compiling e-bulletins (DotMailer) to deliver news, updates and activities to members
- Writing content for a number of websites, a quarterly magazine and a range of marketing collateral, ensuring that content is current, pertinent and easily accessible
- Supporting the membership services team with member retention, recruitment and activities including support at events
- Identify online opportunities, and develop and implement online strategies accordingly
- Overseeing the use of the company brand
- Directing the communication policy, media relations issues, and acting as the spokesperson for the company to external media outlets
- Directing, developing, implementing, and maintaining policies and programs to enhance public reputation of the organization and directing the dissemination of the organization's messages through various media
- Researching, writing, and editing communication documents
- Building and maintaining relationships with national, local, and trade reporters to ensure relevant coverage
- Brainstorm new, creative approaches to working closer with the influential members of our industry, and serve as a go-to resource to the rest of the marketing team

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- Proficient with HTML and video production skills
 - Ability to both take direction and self-start
 - Positive attitude and enthusiasm required
 - Fluency in English and strong cultural link with UK
 - Creative, strategic, quick-thinking
 - Sustained project strategy and management