



Example of Senior Communications Manager Job Description

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Our growing company is searching for experienced candidates for the position of senior communications manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior communications manager

- Assess needs, write, edit, produce, and manage distribution of internal communications content as needed
- Partner with Business Management and the Leadership Team to build the UES Communications Plan and Rhythm of Business (ROB) to ensure staff connect with overall strategy, objectives, and expectations
- Partner to build Employee Engagement strategy and plan to ensure two way communications between management and staff at all levels in line with the strategy and the business plan
- Develop, implement and manage comprehensive internal communications plans and programs to engage and motivate employees toward world-class services and also to help employees understand their role in supporting the organization's brand and culture
- Develop Communication Plan to deliver employee engagement on Key Change initiatives
- Ensure managers are equipped to deliver plans and messaging of initiatives, change, and services
- Provide communications consultancy to leadership team on organization wide announcements to ensure that they reflect business objectives and values to maximize the engagement opportunity
- Partners with the CIO communication team or the Executive Communication community
- Narrative Development

Qualifications for senior communications manager

- Ability to manage and track multiple projects, often with competing deadlines, the intuition and resourcefulness to gather and incorporate dependable data, facts and other information from multiple internal and external sources
- At least 5 years of branding communications experience
- Bachelor's Degree in Communications or Bachelor's Degree in Marketing
- 10 years of experience with digital media tools
- 5-7 years of public relations experience for a leading consumer brand (experience with brands within financial services is a plus)
- Proven ability to work effectively with multiple constituents, including peers, executive management, senior management, giving simplicity to complex subject matters