

Communications Manager Job Description template

Communications Manager Job Description Template/Brief

undefined

Communications Manager Job Profile

The communications manager is responsible for planning and executing communication strategies for an organization. This role is vital to an organization as the communications manager is responsible for ensuring that the organization's message is communicated effectively to its target audience. The communications manager must be able to develop and implement effective communication plans, as well as manage and monitor their execution. They must also be able to evaluate the effectiveness of communication campaigns and make necessary adjustments.

Reports To

- Director of Communications

Communications Manager Responsibilities

- Developing and implementing communication plans
- Managing and monitoring execution of communication plans
- Evaluating effectiveness of communication campaigns
- Adjusting communication plans as needed
- Managing a team of communication specialists
- Budgeting for communication campaigns
- Researching and staying up-to-date on communication trends
- Writing and editing communications materials
- Managing crisis communications
- Building and maintaining relationships with media outlets

Communications Manager Requirements & Skills

- A bachelor's degree in communications, marketing, public relations, or a related field
- 3-5 years of experience in a communications role
- Strong writing, editing, and verbal communication skills
- Excellent organizational and project management skills
- Attention to detail
- Ability to work independently and as part of a team