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# CEO Transition Communications Checklist

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## **MANAGER ROLES**

[Manager, External Executive Communications – Splunk](#)

Join us as we pursue our disruptive new vision to make machine data accessible, usable and valuable to everyone. We are a company filled with people who are passionate about our product and seek to deliver the best experience for our customers. At Splunk, we're committed



to our work, our customers, having fun, and most importantly to each other's success. Learn more about Splunk careers and how you can become a part of our journey!

**Role:**

Splunk is looking for a talented executive communications professional who is passionate about data and storytelling, exudes grace under fire and is skilled at working collaboratively with executives and cross-functional teams. The successful candidate will have a proven record of creating high-impact content, messaging, and plans geared to an external global audience.

**Responsibilities:**

- In partnership with senior executives, develop and manage their external communications strategy and plan, including messaging, external keynotes and speaking engagements, PR/AR/Social Media, content development and partnerships with SMEs across the company.
- Create story and thought leadership platforms that support Splunk's corporate business objectives. Partner with Product Marketing, Corporate Communications, Corporate Messaging, and other teams to execute on storytelling goals.
- Act as a strategic advisor to senior leadership on communication strategy to support business goals.
- Collaborate with Employee Communications to review relevant functional and all-company communications to ensure messaging consistency and amplification.
- Oversee daily communications agenda of the executives, ensuring a complete understanding of current priorities and driving the quality and timeliness of deliverables and activities.
- Develop message guides, processes, templates and briefing documents to support the executives' communications programs.
- Clearly articulate complex issues and formulate recommendations that will work for a wide variety of audiences.
- Use data to evaluate communication activities and develop best practices and strategies for improvement.

**Required Skillsets:**

- Advanced writing and editing skills
- Well-spoken verbal communication
- Strong listening and interpersonal skills Expert team player and collaborator Works calmly and maintains good judgment in a fast-paced and dynamic environment Strong organizational and program management skills Ability to effectively operationalize team processes Effective time management skills and ability to complete given tasks perfectly within the given time Background in media, social media and/or events a plus
- 6+ years experience, which includes designing, building, and implementing comprehensive executive communication programs that use a variety of methods and media

[Senior Manager, CEO Communications, Splunk](#)

Splunk is looking for a talented executive communications professional who is passionate about data and storytelling, exudes grace under fire and is skilled at working collaboratively with our CEO, the Office of

the CEO team, senior executives and cross-functional teams. The successful candidate will have a proven record of creating high-impact content, messaging, and plans geared to global audiences internally and externally.

**Responsibilities:**

- In partnership with the CEO, CEO's Chief of Staff, and CEO Communications Director, manage the communications strategy and plan, including messaging, keynotes and speaking engagements, PR/AR/Social Media, content development, employee engagement and partnerships with SMEs across the company.
- Create story and thought leadership platforms that support Splunk's corporate business objectives. Partner with Product Marketing, Corporate Communications, Corporate Messaging and other teams to execute on storytelling goals.
- Act as a strategic advisor to senior leadership on communication strategy to support business goals.
- Oversee daily communications agenda of the CEO, ensuring a complete understanding of current priorities and driving the quality and timeliness of deliverables and activities.
- Clearly articulate complex issues and formulate recommendations that will work for a wide variety of audiences.
- Use data to evaluate communication activities and develop best practices and strategies for improvement.

**Required Skillsets:**

- Big-picture thinker with the ability to synthesize complex topics into strong CEO-level narratives
- Flawless writing and editing skills
- Well-spoken verbal communicator; comfortable interacting at senior executive level
- Strong listening and interpersonal skills
- Expert team player and collaborator
- Works calmly and maintains good judgment in a fast-paced and dynamic environment
- Strong organizational and program management skills
- Effective time management skills and ability to complete given tasks perfectly within the given time
- Background in media, social media and/or events a plus
- 6+ years experience, preferably designing, building and implementing a CEO communications program

### [Executive Communications Manager – Intuitive Surgical](#)

**Responsibilities:**

In this role, you will play a pivotal role in managing external executive communications and specifically Intuitive's speaker bureau. Responsibilities include, but are not limited to:

- Support the global speaker program: vet and track speaking opportunities; create briefing documents; and work with senior executives / spokespeople to prepare and obtain approval for talking points and presentations
- Help build Speaker Bureau capacity and ensure messaging, material, and presentation consistency as the company expands

- Develop best practices and optimize processes for speaking program execution with and for global teams and implement, ensuring adoption through effective change management
- Attend key conferences in support of corporate presenters, as needed
- Support thought leadership campaign development and execution, corporate initiatives, and major company events.
- Develop and edit compelling and high-quality deliverables, including talk tracks, Q&A documents, articles, social media posts, video scripts.
- Assist with managing team communication processes, approvals, policies, procedures and templates.
- Identify opportunities and best practices for message pull-through with internal audiences

**Skill/Job Requirements:**

- Minimum of 7 years of experience in executive communications, public affairs, media relations, investor relations, or journalism
- Gifted storyteller with an eye for design and proficient at PowerPoint/Keynote
- Strong, clear writing style and excellent editing skills with the ability to translate complex and technical topics into simple, relatable content and messaging
- Outstanding organizational skills and the ability to deliver quality work while managing multiple projects
- Good interpersonal skills and the ability to work effectively in a team environment, negotiate approvals diplomatically, influence across the organization, and maintain composure and quality under pressure
- Energetic and resourceful problem solver who gets things moving, keeps them on track, and ensures their successful completion
- Make-it-happen attitude and willingness to contribute to projects that fall outside of core responsibilities, as needed
- Responsive and focused on executing in a fast-paced environment
- Solid judgment
- Strong executive presence and the ability to work closely with and provide counsel to senior executives
- Exceptional written and verbal communication skills
- Experience training / coaching others to draft compelling and dynamic content into presentations and to present effectively
- Strong expertise and background in Conference planning and Speakers' Bureau development and enhancement

**Preferred Qualifications:**

- Experience working in a regulated industry
- Knowledge of the medtech industry
- Market Knowledge
- Experience working in a global corporate environment
- Sensitivity to global cultural nuances and how things get done
- Experience in executive communications, investor relations, media relations, social media, speechwriting, conference planning, or clinical and policy communications.



## Executive Communications Manager – Cisco

### **What You'll Do:**

Reporting to the Executive Communications Director, you will help drive the day-to-day communications program for Cisco's SVP of Strategy, Emerging Technologies & Incubation (SETI), and her leadership team. An equal mix of strategy, coordination, content creation, and planning, the Manager will help vet and prioritize internal and external speaking opportunities, and help Leaders prepare. By organizing and utilizing an extended network of exec comms professionals, you will help drive narrative alignment across the organization, create content, help with social media strategy, and deliver against our top business priorities.

You'll bring your strong writing and content skills and help us continue to evolve our communications goals for the SETI leadership team. You'll bring your organization and planning skills and help the Executive Communications Director build out a strategic plan for the year, including where our Leaders should show up, why, and when. You'll bring your experience managing senior executive programs and help us evolve, challenge, and improve our current processes. You'll bring your sense of humor, your leadership, and your easy-going presence to this growing team.

We need a thinker and a doer – chasing down the information, not wait for someone to hand it over. A planner, a writer, and someone who can wear multiple hats at once, offering calm, meaningful counsel to

senior executives, and someone who is a thoughtful, genuine, and capable collaborator. This is a newly formed organization and there's a great opportunity to help build our communications program for SETI.

### **Who You'll Work With:**

As part of the Strategy, Emerging Technologies & Incubation team, you will work closely with our Global Communications partners, the Executive Leadership team, as well as other partners across the company. The SETI Leadership team is focused, fast-paced, adaptable, and always looking for fun and creative ideas. We will use social media, blog posts, paid and other comms outlets for internal and external storytelling and content distribution.

### **Who You Are:**

You have experience in building strong relationships with a broad, deeply-integrated group of stakeholders. You've worked directly with senior executives and understand the executive's business strategy and have the experience to help drive and implement the communications planning and execution. You have the ability to work across multiple communications disciplines, as well as a strong knowledge of Cisco's business overall (or happen to be a quick learner).

You are a strong collaborator, a strong writer, and bring a curious and innovative approach that is digital savvy, with experience in message creation, storytelling, and PowerPoint. Please review the Desired Skills and Qualifications below for more detail.

- Execute world-class communications programs around the executive's top priorities, that help propel the narrative of the function overall
- Drive executive internal communications and deliver programs that are innovative and keep employees engaged
- Be a team-player and trusted partner across Cisco communications functions: PR, social media, investor relations, internal communications, and analyst relations.
- You have 8-12 years of experience, with at least 2+ years specifically managing executive communications
- You are willing to be creative, build out or track down content, without supervision
- Proactively identify new opportunities and develop new programs to continually up-level our executive communications
- Prepare and/or organize briefing materials for internal meetings, and industry events/keynotes/panels, in close partnership with Director/Global Comms
- Develop content and manage the delivery of messaging for internal and external videos
- Develop and manage social media strategy
- Demonstrate consistent communications excellence while executing flawlessly
- Ensure messaging alignment and consistency across the organization and company

### [Executive Communications Manager – B2B – Verizon](#)

#### **What You'll Do:**

Verizon's executive communications team is looking for an executive communications manager who is tapped into technology, business to business trends, and public affairs to join their high-impact team. The candidate must be a self-starting, creative innovator with direct experience writing, and supporting senior level executives. This individual should also exhibit a strong command of the social media landscape, superior business acumen, and the ability to manage projects and people autonomously.

This manager role will lead strategic leadership communications platforms and events in support of the overall brand reputation and Verizon's c-suite. This includes the development of high-level thought

leadership, op-eds, strategic events aimed at journalists, industry leaders and policy-makers, and impactful social media content. The Manager will work directly with our most senior leaders to champion Verizon's thought leadership vision and, also work across all communications functions and the broader enterprise to cascade our core narrative and provide strategic support as needed.

#### **What You'll Need To Have:**

- Bachelor's degree or four or more years of work experience
- Six or more years of relevant work experience
- Experience working with all levels of management, including senior executives
- Experience working with c-level executives and across a matrixed organization

#### **Even Better If You Have:**

- A degree in Journalism, Public Relations, or Communications with eight or more years of experience working as a journalist or as a corporate communications professional.

- Experience developing highly creative campaigns with a keen eye toward uncovering new opportunities.
- Strong writing experience and digital savvy.
- Strong critical thinking skills and the ability to take a concept from ideation and strategy to execution autonomously.
- Strong reporting skills, constant curiosity, and a fascination for the world of technology and it's broader societal impact.
- Willingness to travel between Basking Ridge and NYC, with some travel as needed.
- Strong business acumen. Business to business knowledge.
- A sense of humor, humanity, optimism, and grace under dynamic work environment.
- Willingness to learn and grow at a fast-paced, Fortune 16 organization.

### **When you join Verizon...**

You'll have the power to go beyond - doing the work that's transforming how people, businesses and things connect with each other. Not only do we provide the fastest and most reliable network for our customers, but we were first to 5G - a quantum leap in connectivity. Our connected solutions are making communities stronger and enabling energy efficiency. Here, you'll have the ability to make an impact and create positive change. Whether you think in code, words, pictures or numbers, join our team of the best and brightest. We offer great pay, amazing benefits and opportunity to learn and grow in every role. Together we'll go far.

### [Executive Communications Manager – The Chemours Company](#)

US - DE - Wilmington (Headquarters)

As we create a colorful, capable and cleaner world through chemistry, we invite you to join our team to harness the power of chemistry to shape markets, redefine industries and improve lives for billions of people around the world.

The Chemours global HQ located in Wilmington, Delaware has an Executive Communications Manager position available. This is a highly visible, key role within the company and the Corporate Communications function. This position will work directly with the company's CEO and report to the Sr. Director of Corporate Communications.

### **Responsibilities Include, But Are Not Limited To, The Following:**

The role requires a writer of the highest caliber to support the CEO of a dynamic \$6B company in a challenging industry.

### **Typical CEO Support Includes:**

The Executive Communications Manager position is accountable for developing and executing the CEO's personal communications plan intended to connect with employees around the world and increase external visibility within the industry, create and strengthen strategic relationships within the industry.

- Development of messaging
- Speech-writing
- Creating town hall presentations and remarks
- Supporting speaking engagements with speech writing and preparation

- Writing employee letters
- Writing articles that feature CEO news—(ie, highlighting a key event, initiative or engagement)
- Developing copy as needed for across a range of executive communications including holiday cards, thank you notes, execute landing page, and more.

The Executive Communications Manager is also called upon to create content targeted at internal and external audiences including speeches, articles, leadership messaging, and employee communications.

The objective of the role is to bring writing excellence to the communications function and to showcase that excellence through materials that positively position Chemours executives with employees, customers, investors and other key audiences, and reflect the Chemours vision, values and corporate strategy.

- World class writing of a wide range of executive communications materials including speeches, articles, position papers, presentations, and letter.
- Translate key corporate messages into executive talking points that resonate with internal and external stakeholders.
- Develops CEO speeches and presentations across various venues.
- Identifies opportunities to increase the visibility of the CEO with key constituencies to drive favorable view of the company and the company's position on relevant issues.
- Manages executive events as needed; Ability to select, organize, coordinate and run, if necessary, mini road shows and other types of related meetings or conferences.
- Maintains executive profiles on the website, LinkedIn and other social channels, both internal and external.
- Fully conversant in company's technology, strategy, competition and vision.
- Ability to create and put together slide presentations for executives for relevant conferences or meetings.

**In order to be qualified for this role you must possess the following:**

- A minimum of a Bachelor's degree
- 8+ years in executive communications support, including CEOs and 5+ years of employee communications experience
- International and public company experience
- Excellent writing skills with ability to tell a compelling story and an unshakable grasp on, and ability to apply, the rules of grammar to all writing
- Be able to provide 3 writing samples

**The following skill sets are preferred by the business unit:**

- Master's degree or above, preferably in Journalism
- Knowledge of SharePoint
- Chemical industry or B2B familiarity

[Senior Manager of Executive Communications – iRobot](#)

**Mission Summary:**

As a writer, storyteller, researcher and thinker, the senior manager of executive communications



is responsible for the planning, creation and promotion of a program to elevate the visibility and thought leadership positioning of iRobot's chairman, CEO and founder on internal, external and social channels. Reporting to the Senior Director, Corporate Communications, this role will interface directly with the iRobot executive leadership team to conceptualize and write thought leadership content, executive communications, social media posts and speeches. The Sr. Manager of Executive Communications will also actively manage engagement within corporate and iRobot employment brand social media channels.

Working as a trusted consultant to iRobot's chairman, CEO and founder, the Sr. Manager of Executive Communications will work closely with iRobot's internal and external communications teams to define and drive the personal and corporate narrative. He/She will create engaging content on topics including iRobot's business momentum, industry leadership, robotics and technology trends, employment/talent, management, growth, culture, corporate social responsibility and social purpose. This individual must have an understanding of the opportunities and challenges of creating content that engages influencers while also taking into account CEO and brand reputation, investor and shareholder concerns, talent acquisition and social media brand-building. He/She will also put in place measurement tools and other means to identify and track progress as well as areas of improvement for the executive communications program.

#### **What You Will Do:**

- Executive Storytelling: First and foremost, this role is for a writer and storyteller. Use exceptional storytelling skills to conceive of, draft, edit and share executive communications and correspondence on topics including iRobot's business momentum, industry leadership, robotics and technology industry trends, executive team's leadership, growth, culture, corporate social responsibility and social purpose.
- iRobot Employment Brand: Draft social media content in support of iRobot's employment brand positioning iRobot as a high-tech employer of choice on such platforms as LinkedIn, Instagram and Glassdoor.
- Managing context: All materials development must be conducted in the context of a clear and current understanding of business, technology, management, corporate governance and investor trends impacting iRobot and its mission to change the world with consumer robotics.
- Social media engagement: Execute a social media strategy that amplifies the CEO's message and drives engagement. Elevate the CEO's social media presence expanding the reach, engagement and influence of the CEO.
- Build and maintain the CEO's reputation: Develop useful, thought-provoking materials aligned with iRobot's strategic priorities to engage global influencers. Further maintain and elevate the CEO's reputation through an understanding of the needs of consumers, partners, investors and shareholders of a publicly traded company.
- Respond to business and industry developments: Track developments closely to suggest and activate executive communications content in a timely and comprehensive manner that will contribute to the successful positioning of the company and its leadership.
- Collaborate seamlessly with iRobot's community: Build and maintain fruitful connections with marketing, PR, creative services, product, engineering investors, communications teams and other global stakeholders.

#### **To Be Successful You Will Have:**

- A strong sense of urgency and accountability; and be a self-starter who consistently sets high standards for himself or herself, the team and the work delivered.

- A strong executive presence and the ability to develop a trusted advisor relationship with executive leaders, including C-Suite leadership.
- Outstanding written and verbal communication skills, a passion for language and ability to speak authentically and avoid “corporate speak”.
- The ability to be open and approachable, possessing a sincere interest in people and an understanding of what makes them tick, resulting in quickly established and continually growing trust with a wide variety of audiences.
- The ability to see connections between seemingly disparate issues, and to distill complex content into clear, concise and engaging communications.
- Deft expertise managing issues and crisis communications.
- Confidence and proficiency in both planning for the long term and reacting quickly.
- Complementary strategic and creative thinking that continually turns ideas into results that exceed expectations.
- The ability to consistently execute multiple, and sometimes competing, activities and complex projects to high-quality conclusions.
- Strong customer orientation and demonstrated flair at promoting collaborative work relationships.
- A laudable track record in managing external vendor partners and internal colleagues in the execution of communications strategies, plans, programs and events.

**Qualifications:**

- BA/BS degree
- 8 to 10 years of relevant work experience
- Up to 15% travel annually required
- Proven track record working with a consumer product brand
- Deadline driven, multitasker with a journalistic background
- An understanding of the IR and disclosure requirements of a publicly traded company
- Exposure to domestic and international business trends, teams and programs
- Success developing and executing impactful external communications programs
- A strength in conceptualizing, managing and executing on large-scale events
- Direct experience working with senior-level business executives
- A history of managing challenging and time-sensitive external communications issues and situations
- Exposure to engaging employees across a consumer and product brand organization

[Manager, Executive Communications & Content Development - Slack](#)

Slack has transformed business communication. It's the leading channel-based messaging platform, used by millions to align their teams, unify their systems, and drive their businesses forward. Only Slack offers a secure, enterprise-grade environment that can scale with the largest companies in the world. It is a new layer of the business technology stack where people can work together more effectively, connect all their other software tools and services, and find the information they need to do their best work. Slack is where work happens.

The Manager, Executive Communications & Content Development is critical to our success and will play an important role in the growth of our communications team. This position is a unique hybrid: part executive communications, part content development, this person will both lead the executive communications program and platform development for key members of our Executive Leadership team and develop all written materials (speeches, bylines, blog posts,

press releases, etc.) in support of their respective executive platforms. This is a great opportunity to play an important role in further establishing the voice of our executive team to help articulate the Slack story.

Slack has a positive, diverse, and supportive culture—we look for people who are curious, inventive, and work to be a little better every single day. In our work together we aim to be smart, humble, hardworking and, above all, collaborative. If this sounds like a good fit for you, why not say hello?

### **What you will be doing:**

- Executive Communications :
  - Spearhead the strategy, development and execution of global executive communications programs for key members of Slack's Executive Leadership team
  - Collaborate with our global communications team and our agency partners to build new and/or expand existing executive thought-leadership campaigns. This includes identifying and researching high profile speaking opportunities and contributed content opportunities
  - Identify opportunities for alignment between executive communications programs and ongoing integrated marketing and communications campaigns
  - Own the Slack Speaker certification program and further evangelize across the executive leadership team
  - Partner with key stakeholders across the business to build executive visibility programs and initiatives
  - Work with our in-house and agency teams to measure the business impact of these executive communications programs
- Writing/Content Creation:
  - Content may include speeches, bylines, blog posts, announcements, FAQs, etc.
  - Work directly with senior executives developing written content that helps articulate their unique point of view on key industry issues and trends
  - Ensure the Slack corporate narrative -- our vision/mission, product, platform, and our long-term market opportunity -- is infused in every communication and that our executive platforms "ladder back up" to our global corporate narrative
  - Partner with cross-functional teams (Legal, Policy, Customer Success, Customer Experience, etc.) to help draft critical customer and partner communications as needed

### **What you should have:**

- A passion for executive communications and executive platform development (8+ years experience)
- Exceptional writing skills; creative, thoughtful and passionate about storytelling
- Agency + In-house tech communications experience preferred; campaign / policy experience a plus
- Critical thinker; strong executive presence; ability to hold a "seat at the table" alongside other areas of the business
- Grace under pressure and comfort with change and ambiguity
- A self-starter, able to run with projects with (at times) minimal direction
- Passionate about Slack and about learning about how work is evolving
- Curious; eager to learn and open to trying new things

- Flexible, adaptable and open: able to juggle multiple projects at once and unphased by change whenever it happens (because in this environment things can and do often shift very quickly!)
- Hunger for an exciting opportunity; ready to roll up your sleeves and dig in!

### [Executive Communications Manager - Walmart](#)

The world's largest retailer is seeking candidates for the position of Manager, Executive Communications in the Global Communications organization. For the right candidate, the role offers the opportunity to develop their speechwriting and executive communications skills as part of an Executive Communications team that partners with functions across Corporate Affairs and the business to support and deliver the communications goals of the President and CEO, Walmart Inc. This individual will have exposure to a broad range of business and reputational issues and will have the opportunity to interact with leadership at the highest levels of the company.

#### **Responsibilities:**

- The Manager of Executive Communications is primarily responsible for processing and responding to sensitive, reputational correspondence addressed to the President and CEO, Walmart, Inc. These communications come from a wide range of sources and cover a broad and evolving set of topics, including emergent issues requiring rapid-response and crisis communications skills.
- The Manager will effectively and efficiently research, write, and edit communications materials; coordinating approval process with internal clients, Global Communications management, and Legal; ensuring responses are accurate and effectively reflect and communicate Walmart's position on key issues, culture and values.
- Develops and executes communications by drafting, designing, reviewing, and editing communications; advising and managing on the creation and distribution of communication elements related to a plan; utilizing industry best practices to identify and implement new and innovative communications ideas; adjusting communication approach and methods based on potential project risks; and informing and counseling stakeholders of risks and alternatives.
- Serve as a resource to colleagues across the company for up-to-date messaging on a variety of topics.
- Receive and catalogue incoming speaking invitations for the CEO at events. Research and assess the opportunities and make an initial recommendation to the team to pursue or not.
- Manages stakeholder relationships by educating clients on project requirements and timelines; collaborating with project managers and stakeholders; identifying situations requiring escalation; and securing management approval for resource allocations.
- Coordinates, completes, and oversees job-related activities and assignments by developing and maintaining relationships with key stakeholders; supporting plans and initiatives to meet customer and business needs; identifying and communicating goals and objectives; building accountability for and measuring progress in achieving results; identifying and addressing improvement opportunities; and demonstrating adaptability and promoting continuous learning.
- They will regularly prepare reports analyzing and summarizing correspondence content and volume for leadership.

**Other responsibilities:**

- Assist on creation of briefing material for speaking engagements and other internal and external events where the CEO is speaking or participating.
- Other duties as necessary.

**Ideal Candidate will have:**

- Excellent writing and editing skills and a genuine interest in executive communications and, specifically, speechwriting.
- Polished and organized.
- Proven experience managing multiple deadlines simultaneously, and strong organizational and project management skills.
- Strong communication skills.
- Attention to detail.
- Sound professional judgement.
- Experience in government and/or political communications helpful, but not required.

Reporting structure: The position reports to the Director, Executive Communications, but will work in close partnership with the Senior Manager II, Executive Communications.

**Minimum Qualifications:**

Bachelor's degree in Public Relations, Communications, or related field and 2 years' experience in corporate communications, public relations, or related field OR 4 years' experience in corporate communications, public relations, or related field.

**SPECIALIST ROLES**

[Senior Communications Specialist – Executives & Events – HM.com](#)

**Primary Purpose of This Position:**

Execute the strategy of the internal communications department; support the delivery of relevant, timely and targeted communications through internal communication channels (e.g. events, intranet support, presentations); support Executive communication needs (e.g. internal and external presentations, memos, blogs, video scripts, speeches).

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

- Collaborate with the Internal Communications and Brand teams to enable effective communication that grows the strength of the Sheetz Brand.
- Maintain ongoing understanding of business initiatives, event goals and strategies.
- Integrate communication priorities by reviewing, assessing and coordinating all messaging objectives related to events and executive communication.
- Align with event leadership on recommendations for strategic messaging and content.
- Write all communications including copy, scripts, speeches, memorandums and messaging for a variety of events, presentations and communication vehicles. Often serve as the ghostwriter for Senior Executives, in addition to working with event and production consultants for event scripting.

- Deliver clear and effective communication, coordinating with internal communications team to ensure message is relevant, timely and targeted.
- Deliver strategic and effective messaging determined by the Executive and Event Planning Processes.
- Provide recommendations to event team logistic partners to help them achieve timely, relevant and targeted communication to support employee engagement and event success.
- Prioritize and Allocate Messaging – Utilize the communications planning process, to prioritize and allocate messaging to ensure internal communications content strategy is executed through effective event messaging.
- Engage & Maintain Vehicles – Monitor, filter and moderate content to ensure event messaging is timely, relevant and targeted.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

- **Education**
  - Bachelor's Degree in Communications, Journalism or related field required
- **Experience**
  - Minimum of 3 years' experience in communication responsibilities or related field with at least one year of writing / editing experience required
  - Experience in event/script production and experience working with executives preferred
- **Licenses/Certifications**
  - None required
- **Tools & Equipment**
  - None required

### [Executive Communication Specialist – TMR](#)

TMR Inc, is looking for an Executive Communication Specialist that can provide professional, executive-level administrative support. This entails the creation of a wide variety of office automation documentation, to include spreadsheets, white papers, executive summaries, presentations, data calls, requirements, and other administrative support tasks, and the provision of administrative support to the executive management of the Cyber Division that can support our client located in Washington DC.

- Produce and provide metrics data consolidation and reporting, specific to activities across Cyber Division, as related to manning/personnel, case-work, initiative progress, and other categories/topics as required.
- Provide administrative support to the executive management of the Cyber Division, including managing executive calendars; handling incoming and outgoing phone calls; scheduling and escorting visitors; writing, editing, and reviewing written products such as emails, memos, briefings, and presentations; facilitating meetings and engagements, including preparing agendas and talking points, briefing and debriefing executives, and taking meeting minutes; and assisting with planning and supporting events on behalf of the Cyber Division.

- Produce and provide daily written and oral updates to Cyber Division executives on specific investigative and operational activities occurring across the division.
- Produce and provide weekly and monthly written updates to FBI branch executives on significant investigative and operational activities occurring across the division.
- Produce background briefing material for Cyber Division executives relevant to visiting delegations as needed.
- Produce, track and briefing division level strategic goals and associated metrics on a monthly basis.
- Create periodic articles and written products on behalf of executive management.
- Develop and track the execution of executive performance plans.
- TS/SCI Required
- 3+ years relevant experience

#### **Seniority Level**

- Associate

#### **Industry**

- Information Technology & Services
- Defense & Space
- Computer Software

#### **Employment Type**

- Full-time

#### **Job Functions**

- Marketing
- Public Relations
- Writing/Editing

### [Communications Specialist – T-Mobile](#)

T-Mobile is the nation's supercharged Un-carrier and the fastest growing U.S. wireless company, thanks to an unwavering obsession with customer experience and breaking from tired industry norms. This company has changed wireless for good and now, after our merger with Sprint, we are going even bigger! Our execs have a lot to say about what's broken with this industry and where we see it going into the future - and we're looking for a go-getter to help drive our efforts to amplify their voices!

The Executive Thought Leadership team, which is part of T-Mobile's award-winning Communications and Community Engagement organization, is focused on creating and finding opportunities to elevate T-Mobile leaders to target external audiences. ETL builds strategies, finds new platforms and creates meaningful narratives that are authentic to the personalities of key leaders but also align with and help amplify T-Mobile's brand and business objectives. Then they're taking those strategies and driving execution - in collaboration with partners across the company - to land placements.

We need a rock star Communications Specialist to join the team! The Communications Specialist will be a driver who is ready to roll their sleeves up and help this expanding team with all the things. Things like research and tracking, vetting inquiries and pitching targets, writing and editing content like executive narratives, blog posts and award submissions, and developing and leading the team's measurement and analytics. Our new Communications Specialist will be the glue that brings us together. This person will be highly collaborative - working alongside a

cadre of pros who already have high-functioning, kick-ass tools and programs in place - to create synergies and alignment among what's existing but help us evolve and expand through creativity, idea generation and bullet-proof execution.

**Responsibilities:**

- Provide tactical support for executive communication strategies across the ETL team.
- Own research, assessment and tracking for external communications, award and event targets.
- Bring creativity and new thinking to strategy development and tactical rollout in brainstorming and reviews.
- Support content development - including research, fact-finding, writing and editing - and manage team and cross-team editorial calendars.
- Own team measurement and analytics to understand ROI and capture insights for future strategies.
- Manage leaders' digital presence, including bio pages.

**Qualifications:**

- 1-2 years of PR/communications experience in an agency or corporate environment is preferred.
- Solid writing skills, including for public-facing articles, talking points and presentations.
- Willingness to work on cross-functional projects.
- Strong ability to multitask in a fast-paced environment.
- Experience in measurement and analytics, and in compiling media coverage reports.

**Your personality:**

- Thrive in a fast-paced culture of change and innovation; think on your feet and pivot on a dime.
- Ability to work independently but bring relevant and timely updates to the forefront at the right time.
- A roll-up-your-sleeves attitude with a bias toward action; a self-starter who takes initiative rather than waiting for direction; general ass-kicker.
- Excellent follow-through skills - you do what you say and dot the i's.
- Positive interpersonal and communication skills, critical thinking, upbeat attitude, high integrity, persistence and personal initiative.
- Ready and willing to adapt to the possibility of uncertainty, new territory and change every day.

**Education:**

- Bachelor's degree in Communications, Journalism, English, PR or related field preferred.

**Minimum Qualifications:**

- At least 18 years of age
- Legally authorized to work in the United States
- High School Diploma or GED



### Senior Editorial and Speech Writer - AFL-CIO

The 12.5 million member, 55 union AFL-CIO is seeking a creative and experienced writer and storyteller to amplify the federation's vision and mission. Whether it's crafting a speech for an AFL-CIO officer, researching and preparing a policy op-ed for national publication or communicating with working people both inside and outside of the labor movement, this is a unique opportunity to shape the fight for economic justice.

#### **Description of Duties:**

- Provide strategic communication support to the officers for major speeches, op-eds, columns, video scripts and other key messages. This requires crafting a wide array of compelling and easily digestible copy on deadline that educates, inspires, and moves the audience to action.
- Create opportunities through written materials and social media venues that help shape public opinion by articulating the officers' positions on issues.
- Develop evaluation strategies and assess the effectiveness of officers' communications. Translate complicated subject matter into compelling and interesting presentations
- Research and identify anecdotes and obscure information/details to support facts in speeches and talking points.
- Articulate goals, programs and direction of the AFL-CIO in clear and concise manner
- Conceptualize and write a variety of advocacy and policy materials, for print and online use, that move the audience to take action.
- Use social media tools and established contacts within the traditional and progressive social media community to extend message reach and impact.
- Work with program departments to conceptualize, create and revise campaign materials
- Contribute creatively to message framing, audience targeting, campaign planning, etc. and execute print and online products.
- Keep the Director of Speechwriting and Publications fully informed on a regular basis on issues affecting all project work.
- Prepare and submit regular and ad hoc reports on activities as required.
- Establish and maintain effective/supportive relationships with executive team.
- Performs other duties as assigned.

#### **Qualifications:**

- Bachelor's degree in English or related field preferred or equivalent experience.
- Minimum of five years of writing responsibility.
- Strong knowledge of the labor movement and the broader fight for economic justice.
- Demonstrated ability to adjust tones and capture diverse voices for varying audiences.
- Extensive experience integrating messaging in social media outreach such as Twitter and Facebook
- Established relationships in the traditional and social media communities.
- Ability to exercise excellent political judgment and complete discretion.
- Excellent interpersonal and communication skills.
- Confidence and ability to establish effective working relationships at all levels.
- Ability to collaborate and work well with staff.
- Proficient research, reporting and writing skills and engaging writing style.
- Demonstrated success in writing a range of advocacy materials including speeches, op-eds, columns, etc.
- Demonstrated ability to cultivate sources and understand and translate nuances.

- Demonstrated ability to research, report and write on deadline while juggling several projects simultaneously
- Ability to work long and extended hours.

### Senior Director, Executive Communications – Pfizer Company

The Senior Director, Executive Communications develops and implements an external communications strategy for the executives leading six Enabling Functions within Pfizer: Compliance, Digital & Technology, Finance, Global Business Services & Transformation, HR and Legal. The Senior Director is responsible for vetting, securing and managing external communications and speaking opportunities to position Pfizer and its executives as thought and innovation leaders. The Senior Director also partners with Pfizer's Media Relations team on media opportunities for these executives and with Internal Communications colleagues to ensure consistency of messaging across internal and external communications platforms. The Senior Director reports to the VP, Executive Communications and works closely with a Manager, Executive Communications to achieve these goals. This is a role for a proficient communicator with creative energy who is both a strategic thinker and a doer.

#### **Role Responsibilities:**

- Strategic leadership, working in close collaboration with internal clients and external partners to create fresh and impactful communications plans and projects that highlight each Enabling Function's patient-centricity, impact, innovation and investments, while positioning their executives and colleagues as purpose-driven leaders of Pfizer's success.
- Counseling executives on communications opportunities, approach, tactics and style. This includes providing public speaking training, as needed, and advising executives on which opportunities to pursue and which to decline.
- Developing and editing content (speeches, talking points, op-eds, contributed articles, etc.) for external communications opportunities – including social media.
- Leading the planning, creative production and executive prep sessions for such opportunities.
- Editing executive communications and other written materials developed by the Manager, Executive Communications.
- Partnering with other members of Pfizer Corporate Affairs to develop content for Pfizer's Annual Review.
- Issues management and rapid-response communications.
- Working closely with the Manager, Executive Communications and Pfizer's Legal team to develop briefing materials and coordinate logistics and rehearsals for the company's Annual Meeting of Shareholders.
- Providing backup support for the CEO's external communications activities and content development, as needed.
- Project management, budget and agency management.
- Communications metrics definition, tracking and measurement, including digital metrics and surveys as well as piloting new ways to measure communications effectiveness.

#### **Basic Qualifications:**

- Minimum required: Bachelor's degree

- At least 10-15 years of experience in communications and demonstrated skills in developing, managing and delivering communications strategies and plans.
- Superior writing and editing skills.
- Experience working comfortably with senior executives and across cross-functional teams.
- Strong project management experience; track record of reliable and timely communication planning and execution.
- Experience in a corporate or other large, global, complex organization desirable.
- Experience in biopharmaceutical or life sciences communications desirable.
- Proven track record of leading, developing and delivering effective, creative communications to advance program and business goals.
- Demonstrated understanding of how communications strategy connects to and advances business strategy.
- Demonstrated initiative, creativity, and strategic, analytical and leadership capabilities.
- Knowledge of and expertise in current and emerging social media and digital communications and trends.
- Proven ability to work effectively and inclusively in teams with diverse internal and external stakeholders; influence, negotiation and stakeholder management skills.
- Familiarity with healthcare and biopharmaceuticals.

Candidate demonstrates a breadth of diverse leadership experiences and capabilities including: the ability to influence and collaborate with peers, develop and coach others, oversee and guide the work of other colleagues to achieve meaningful outcomes and create business impact."

**Skills Required:**

- Superior writing and editing skills. (Can't stress this enough!)
- Strong interpersonal skills to quickly build relationships and credibility.
- Flexibility, self-awareness, good attitude, perseverance, ability to navigate ambiguity and thrive in change, and a can-do attitude.
- Creativity, with a willingness to test new ideas for ways to communicate.
- Mastery of overall communications skills including communications strategy; communications plans targeted to specific audiences; researching, writing and editing messaging documents, talking points, editorial features, scripts and other materials; oversight of multimedia production; measurement and reporting.
- Stakeholder management, influence and persuasiveness, tact and discretion.
- Attunement to cultural differences and global communications logistics including tactics for remote colleague engagement.
- Accuracy, attention to detail, and follow through.
- Ability to lead and coordinate multiple projects on rapidly moving deadlines.
- Client focus, professionalism, good listening and well-developed interpersonal skills.
- Ability to synthesize and simplify complex business and technical information for clear communications.
- Problem-solving mindset and bias for action.
- Ability to thrive in a complex global environment.
- Collaborative spirit and energy.
- Strong verbal and presentation skills; ability to convey complex ideas.

**Organizational Relationship:** Key leaders, SMEs and Chiefs of Staff in each of the six Enabling Functions the role supports; broader Corporate Affairs organization; Internal Communications colleagues supporting both the Enabling Functions and enterprise-wide communications

## Director, CEO Communications – Kaiser Permanente

### **Description:**

Highlights: This role is responsible for developing and leading the proactive communications strategy for the office of the CEO, involving positive media coverage, thought leadership, and engaging employees and physicians around our enterprise strategy and key national initiatives. This leadership position helps set the strategy and directs the execution of our tactics nationally and in concert with regional teams to ensure our CEO communications work is coordinated with our broader communications strategy and actions. This role helps align CEO events, speeches, and thought leadership opportunities with the comprehensive communications strategy.

Responsible for providing complex communications strategy, management, consultation, planning, implementation and recommended solutions for the Kaiser Permanente organization, functions, programs and projects across a broad variety of internal and external audiences (KP leaders, employees, influencers, media, members, consumers, etc.) to support organizational business strategies and to promote and protect the KP brand. Provides oversight and/or leads communications strategies and tactics that support the growth and market strategies essential to KP's strategic plans, revenue, membership and margin goals. Managers provide strategic thinking and leadership skills that enable teams to: 1) identify and optimize business solutions through strategic communication leadership; 2) evaluate findings and make formal recommendations to a number of stakeholders including up to C-level KP executives; 3) design communications strategies that optimize KP business strategies, programs and priorities; 4) bring forth technical/content expertise (competitive intelligence, business acumen, sophisticated communications strategies, tools and techniques); 5) mentor/review/approve team member communications recommendations and work on a variety of topics. Incumbents would advise and/or manage team members whose work includes strategic communications leadership, planning, and tactical implementation in both day-to-day and high-risk situations. Selects, develops, evaluates, coaches, and advises personnel. (Major Responsibilities: it is assumed that each higher level job will be proficient in & be capable of performing the duties of the lower levels in the job family)

### **Essential Responsibilities:**

- Oversees one or more teams responsible for managing a key area of focus within the PR and Communications department.
- Marshals resources and creates materials to build communications awareness, understanding and credibility of broad national strategies and supports the ultimate goal of effectively enabling the success of key business strategies.
- Serves as communications advisor and strategist to senior executive.
- Oversees the development of sophisticated and integrated (internal and external) communications plans for the national initiatives and / or functional areas including development of communications positioning, messaging, and tactics consistent with the Kaiser Permanente brand and business strategies.
- Following implementation, monitors the effectiveness of the communications program and materials to ensure appropriate use of organization resources.
- Modifies programs and projects as needed to improve results.
- Assigns, tracks, and manages communications managers, consultants/ specialists and other professionals as needed to support the development and implementation of strategic communications plans, programs, and projects.

- Serves as a collaborator and an integrator with other Communications Directors, VPs, media relations specialists, and communicators in Program Offices, regions and services areas related to the successful communications programs and materials.
- Provides managerial responsibility through multiple levels of management.
- Direction or control over the activities of a functional area, through several managers.
- Typically manages employees across multiple disciplines (both direct and indirect).
- Determines and establishes organizational structures and supervisory relationships, subject to Sr Director's approval.

Extensive experience leading executive communications programs with both internal and external audiences.

### Experience

#### Basic Qualifications:

- Minimum ten (10) years of experience in PR, Communications or similar roles.
- Minimum three (3) years of management experience.

### Education

- Bachelor's degree in journalism, english, public relations, business administration or related field, OR four (4) years of experience in a directly related field.
- High School Diploma or General Education Development (GED) required.

### License, Certification, Registration

- N/A

### Additional Requirements

- Extensive experience working senior executives and confidential, high-risk and / or highly sensitive content.
- Experience contributing to business goals through strategic communications.
- Experience managing enterprise-wide communications across large, complex organizations.
- Extensive experience with stakeholder management and change management in a large organization.
- Experience working across internal and external communications with a demonstrated understanding for how they influence each one.
- Excellent public speaking and presentation skills.
- Demonstrated ability to plan and manage complex projects: ability to work effectively with team members and senior executives under tight deadlines.
- Contributes to the development of innovative communications principles, ideas and practices.
- Additional expertise required: Advanced skills in the areas outlined under manager/senior manager.

### Preferred Qualifications

- Five (5) years of management experience preferred.
- Master's degree preferred.



- Extensive experience leading executive communications programs with both internal and external audiences.

#### Seniority Level

- Executive

#### Industry

- Financial Services
- Health, Wellness & Fitness
- Hospital & Health Care

#### Job Functions

- Business Development

### [Sr. Communication Business Partner, Executive Communications - Target](#)

Target is an iconic brand, a Fortune 50 company and one of America's leading retailers.

A role with Target Communications means a chance to continuously improve the quality, relevance, creativity and authenticity of both internal and external storytelling. Bring your skills as a bold and forward-thinking professional communicator who thrives on building confidence, driving brand love and creating value. Here, you will shine as a relationship-focused pro who is strategically minded, an expert executor and an articulate brand ambassador. Rise to the challenge of driving results with smart risk-taking, constant innovation and perpetual teaching and learning. Comprised of Public Relations, Executive Communications, Crisis Management and Internal Enterprise Communications, this team strengthens and protects Target's reputation and helps drive traffic, sales and guest loyalty. You will develop deep relationships with business partners to ensure critical information flows through multiple channels, building confidence with team members and external stakeholders and strengthening Target's position within the competitive retail marketplace.

As an Executive Communications Senior Business Partner, you'll join a team of executive communications experts who support our C-suite executives and other officers in conveying Target's purpose, strategy and consumer brand through internal and external speeches, presentations, videos and team meetings.

Core responsibilities of this job are described within this job description. Job duties may change at any time due to business needs.

#### **Responsibilities include:**

- Understanding the business- and thought-leadership landscapes and applying insights to best support our executives in internal and external communication.
- Flexing across key business areas and establishing rapport and trust with members of Target's leadership team.
- Writing executive message platforms, speeches, scripts, presentations and other communications for internal and external audiences.
- Working closely with business leads on the Communications team and production partners in Marketing, particularly to produce Target's key company meetings.

#### **About you:**

- High-profile communications responsibility in the public or private sector
- Several years of speechwriting experience, a love of speech-craft and a way with words
- Ability to establish and sustain rapport with top leaders and serve as a trusted counselor and coach
- Proactive in developing ideas to help leaders communicate to their teams or beyond
- Ability to master new topics quickly
- Excellent story-development and editing skills
- Talent for working with peers and influencing direction across a complex organization