

# COMMUNICATIONS MANAGER

## About Cardea

Our mission is to elevate leaders and amplify their impact on the world. Founded by trailblazing CEO Linda Hudson, we accelerate the success of high-performing leaders through executive coaching, branding, communications and team development support.

We are steadfast ambassadors for our company and our clients, embodying our beliefs with every interaction. As a collaborative team, we truly enjoy working together to deliver high-quality work that goes above and beyond for our clients. We treat everyone with respect and professionalism, upholding the trust and long-standing, productive relationships we build with one another, our clients and our contributors.

We recognize the honor in serving our clients, team and communities, and we strive to make our team and clients feel valued through listening, sharing their stories, engaging new perspectives and showing up in a respectful, sophisticated and kind manner. We work to develop and maintain a culture where team members feel valued, encouraged, supported, included and eager to come to work each day. With a commitment to excellence, we exercise our best judgment in everything we do, always aiming to deliver results of the highest quality.

We are looking for a **Communications Manager** to join our team. This position is based in Charlotte, NC.

## About the Communications Manager Role

The **Communications Manager** will work closely with clients to develop and implement comprehensive communication strategies. This role requires a deep understanding of the nuances within highly regulated industries as well as the ability to craft clear, compelling messaging that resonates with diverse audiences.

The ideal candidate will have a proven track record in communications, experience working with senior executives and the ability to thrive in a fast-paced, dynamic environment. In addition, they will possess excellent organizational skills and a keen attention to detail while also being able to see the big picture—observing process flow and trends across teams and projects and translating those insights into effective strategic communications.

We are looking for someone who thrives on variety, is comfortable with fast-paced work environments and finds excitement in diverse project opportunities. The ideal candidate will be an excellent collaborator, value each person's unique story and experiences and be passionate about continuous learning and improvement. Thoughtfully proactive, this individual should have a strong ability to build influence and awareness through clear, concise and on-brand communication that engages audiences at every touchpoint.

## Responsibilities

- **General**
  - Full-time
  - Located in Charlotte, North Carolina, or willing to relocate to Charlotte, North Carolina.
- **Communications**
  - Lead the development and execution of communication strategies for clients in highly regulated industries.
  - Work directly with clients to understand their business goals, challenges and communication needs.
  - Craft clear and effective messaging for a range of platforms including digital, print and media.

- Provide strategic counsel to clients on both proactive and reactive communication efforts.
- Monitor industry trends, news and regulatory changes to inform communication strategies.
- Support the development of executive communication materials including speeches, presentations and briefings.
- Collaborate with internal teams to ensure alignment and consistency across all communications.
- Perform other related duties as assigned.
- **Relationship Management**
  - Build long-term relationships with clients and other key stakeholders.
  - Respond to client and team member concerns in a timely manner with a solution-driven focus.
  - Encourage client and team member feedback on an ongoing basis.
  - Coordinate scheduling and logistics as necessary.
  - Document and deliver action items and notes from priority meetings.
- **Project Management**
  - Oversee and manage multiple projects simultaneously, ensuring deadlines and client expectations are met while coordinating with internal resources, third parties and vendors for flawless execution.
  - Define project scope and objectives, involving relevant stakeholders, ensuring technical feasibility and assessing resource allocation to maintain project balance.
  - Track and monitor progress through detailed project plans, proactively identifying potential challenges and managing scope, schedules and budgets with appropriate verification techniques.
  - Provide regular updates on project status, task dependencies, performance metrics and any scope changes, including implications on resources and timelines.
  - Suggest meeting cadences, schedule project-related meetings and consistently communicate project risks, challenges and progress.
  - Continuously evaluate and recommend improvements in resource allocation, ensuring thoughtful expansion of the team.
- **Strategic Insight**
  - Analyze communication styles and identify gaps between team members and contributors, offering strategic suggestions to improve efficiency and workflow.
  - Develop and implement new workflows and process documentation to enhance team collaboration and streamline operations.
  - Provide insights on software and technology solutions that can optimize workflow and increase productivity.
- **Team and Culture Building**
  - Recommend team-building activities to foster candor, strengthen collaboration and maintain a positive open team dynamic.
  - Be willing to jump in to support the team whenever needed, fostering a collaborative and flexible work environment.
  - Act as a brand ambassador for Cardea at all times, promoting the brand and reinforcing its reputation.
  - Adhere to Cardea's philosophy, vision, mission and beliefs, aligning daily actions with the company's core beliefs.
  - Commit to continuous education and professional development through workshops, seminars and conferences to stay at the forefront of industry trends.
  - Maintain a positive attitude and a relentless drive to go above and beyond to deliver exceptional results.

- Create and lead opportunities to give back to the communities where we live and work, strengthening team bonds and making a positive impact.

## **Qualifications and Preferred Skills**

- Demonstrated experience serving clients in highly regulated industries (e.g., defense, healthcare, finance, government, etc.).
- Excellent written and verbal communication skills with the ability to simplify complex concepts.
- Experience working with senior executives and crafting executive-level communication materials.
- Ability to work independently as well as part of a collaborative team.
- Knowledge of current trends in digital communication and social media strategy.
- Familiarity with regulatory environments and the challenges they pose to communication efforts.
- Detail-oriented with a proven track record of influence and execution.
- Passionate about organization and continuous improvement.
- Adaptable and agile in a fast-paced environment.
- Demonstrates executive presence and accountability.
- Positive, can-do attitude balanced with strong risk management and problem-solving abilities.
- Anticipates challenges and proactively address them while maintaining a steady work pace.
- Ability to navigate multiple priorities in a fast-paced environment.
- Possesses project management skills and a willingness to adapt to specific project needs.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and SharePoint).
- Intermediate expertise in Microsoft PowerPoint with ability to communicate complex topics in a succinct manner for diverse audiences.

## **Education and Experience**

- Bachelor's degree in marketing, communications, public relations or similar field from an accredited four-year college or university.
- Minimum of six years of experience in public relations and communications.
- Membership and involvement in Public Relations Society of America (PRSA) or Public Relations Student Society of America (PRSSA) is preferred.

## **Benefits**

At The Cardea Group, we foster a culture that aligns with our beliefs. Our office in Charlotte, NC serves as a collaborative hub where our team members and contributors gather from across the country. We actively participate in community events as a team and celebrate our achievements together.

We offer health care and retirement benefits, as well as hybrid in-office work schedules.

**Please submit a cover letter, resume and portfolio of work or short video outlining why you are a great fit for this position at our company to [opportunities@cardeagroup.com](mailto:opportunities@cardeagroup.com).**