



Here at the Philadelphia Convention & Visitors Bureau, we are unstoppable. The heart of the PHLCVB lies in the soul of this city. The resourcefulness, resilience and openness that we are built on and building upon. There is no challenge we'll meet that we won't rise to, and there is no status quo in these two words. Only momentum.

Consider joining us! We are currently searching for a Corporate Communications Manager to join our team.

POSITION SUMMARY

Reporting to the Director of Communications and working in partnership with the Director of Communications and the Executive Director of Marketing and Communications, this role will help support PHLCVB organizational communications initiatives, projects and programs. As a key member of the MARCOM team, the Corporate Communications Manager will collaborate with cross-functional partners within the MARCOM department, as well as with senior leadership from other internal departments, to develop innovative ways to engage the PHLCVB's various audiences through written communications, business presentations and talking points. This position will have an active role in the creation of content for a combination of deliverables including customer and stakeholder presentations and speeches, corporate communications projects, business reports, thought leadership articles, and more. Above all, bringing a storytelling sensibility to every project is a must.

The ideal candidate will have a diverse portfolio of written material that underscores their ability to convey complicated or nuanced topics in simple but elegant prose for a variety of audiences. This candidate should be skilled at visualizing written communications and bringing narratives to life. The position requires this individual to excel at working collaboratively with executives and colleagues alike and to consistently deliver high-quality work even under extreme time constraints.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop and edit content for senior executives - internal and external announcements, speeches and presentations targeted to customers, stakeholders, industry partners and staff
- Working in partnership with the Director of Communications, support the Chief Administration Officer on external affairs activities and strategic communications to key stakeholders, partners and advocates
- Prepare presentations for PHLCVB board meetings and other high-level organizational keynote presentations, talking points, narratives and other written materials
- Review and provide feedback on presentations developed by other members of the PHLCVB staff, ensuring organizational messaging and branding is following all standards and guidelines
- Serve as the project lead on key corporate communications publications like the PHLCVB Annual Report, stakeholder newsletters, and other materials that underscore the organization's relevancy and importance as an economic engine for Philadelphia
- Create innovative communications techniques that inform and engage diverse audiences across a wide variety of tourism-related topics
- Research and package content from internal and external resources to develop insightful and engaging narratives that fit the authentic style of the presenter and the organization
- Proactively develop industry-leading content for delivery at high profile industry events
- Partner with the MARCOM Design Specialist to help develop complementary visuals for speaking engagements and meetings



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- Help refine external meeting content and fine-tune delivery and talking points

QUALIFICATIONS

Education/Experience:

Bachelor's degree in related field from a four year college or university. 5-8 years of Strategic Corporate Communications experience, including speechwriting, executive communications strategy, storytelling and messaging strategy.

Skills:

- Strong organizational/project management skills with ability to set and meet deadlines, and the flexibility to re-prioritize and re-set on short notice
- Innate understanding of messaging, tone and approach for different audiences
- Excellent writing and editing skills
- High attention to detail, diligence and reliability
- Strong strategic thinking and ability to identify key dynamics amidst complexity
- Expert at building compelling presentations, a PowerPoint super-user
- Ability to work both independently and collaboratively with a diverse team
- Demonstrated creativity and ability with visual storytelling
- Ability to interact with executives and to provide advice on their communications that reflect an understanding of their business and leadership style
- Experience adapting key messaging to the style and voice at the executive level
- Experience advancing thought leadership within a field or industry, and experience delivering original thinking across multiple topics
- Experience working quickly, accepting feedback, and learning quickly

Competencies:

- Creative, resourceful and self-motivated with a passion for solving problems
- Strategic thinker with the ability to comprehend complex issues and quickly implement projects
- Poised and professional at all times and is comfortable working closely with senior executives
- Ability to manage multiple assignments, requests and deadlines while staying cool under pressure and sporting a positive attitude

The PHLCVB is an Equal Opportunity Employer. We respect and seek individuals of a diverse background and do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.