



**Position Title**      **Manager, Corporate Communications**

**Location**              Toronto

**Reporting To**        Vice President, Marketing

**Position Overview**      The Manager, Corporate Communications will support and execute the Richardson GMP communication strategy.

This role will collaborate closely with the VP, Marketing and other internal stakeholders to maintain brand consistency both internally and externally.

- Duties and Responsibilities**
- Develop and manage a corporate communication strategy that reflects the firm's business goals
  - Collaborate with internal and external stakeholders for correct implementation and maintenance of brand consistency across all lines of business
  - Develop, maintain and manage relationships with business leaders, functional partners and external vendors (PR firm, external copywriters, translation services)
  - Write creative and clear communications, press releases, articles, website content and social media posts as needed and in alignment with the communications strategy
  - Familiarity with best practices in communication and ability to research and adapt to leading-edge concepts
  - Oversee translation services and standards and adhere to Quebec Language laws
  - Ensure cost control of all plans

- Education**
- University or college degree in communications, public relations, media and/or related field
  - Industry related courses and continuing education is an asset including Canadian Securities Course (CSC) & Conduct & Practices Handbook Course (CPH)

- Qualifications**
- Minimum 5 years of communications experience with focus on developing and writing, preferably in the finance or wealth management industry
  - Excellent communication and writing skills in both English and French
  - Must be energetic, self-motivated and self-managing
  - Ability to meet consistently high standards of quality while handling a variety of projects and deadlines simultaneously
  - Dynamic team-player with strong interpersonal skills and ability to work collaboratively with all levels
  - Experience in developing a social media communications strategy is an asset
  - Experience in development and execution of effective change management communications
  - Strong attention to detail
  - Knowledge and experience with social media
  - Proficient in Microsoft Office Suite, Microsoft SharePoint experience an asset