

Manager, Communications

Conyers is a leading international law firm advising on the laws of Bermuda, the British Virgin Islands and the Cayman Islands, with over 140 lawyers in six offices worldwide. Conyers is affiliated with the Conyers Client Services group of companies, which provides corporate administration, secretarial, trust and management services.

We currently have an opportunity for a Manager, Communications. This full-time role will work in close collaboration with the firm's Global Marketing Team.

Responsible for oversight, management and execution of the firm's global and Bermuda-based communications efforts, this position will report to the Senior Manager, Digital & Media.

What Will You Do

Corporate Communications

- Strengthen firm profile and brand recognition globally through content and media initiatives
- Provide 1:1 support for the Chairman to develop digestible leadership messages in the firm voice both internally and externally in trade/industry publications
- Work closely with the senior management team to develop updates on firm-wide strategy, projects and initiatives
- Lead and manage the firm's style guide for external content, and writing and distribution guides to ensure consistency in style and approach globally
- Support the firm's Crisis & Business Continuity Communications plans, developing firm messaging and client communications in sensitive situations
- Provide media coaching and training to lawyers and firm management in conjunction with CMO and PR Agency
- Coach and mentor communications colleagues globally, to ensure communications plans, processes and workflow are well-aligned

Content & Media Relations

- Be a trusted advisor to the lawyers in Bermuda, working with them to recommend and develop strategic communications that will support their business development goals
- Write and/or edit all external communications (i.e. legislative alerts, newsletters, press releases, brochures, event materials and web pages)
- Proofread all communications in both digital and print mediums to ensure accuracy and alignment to firm style guide
- Develop and maintain relationships with local media and serve as the firm's primary media contact in Bermuda
- Pitch local media and secure placement in key Bermuda publications to promote the firm locally both from a business and community perspective
- Work collaboratively with global Marketing team to develop and recommend integrated communications strategies across mediums/channels (i.e. video, podcasts, social audio)

Internal Communications

- Work with the CMO to drive the firm's internal communications strategy/program
- Serve as communications representative on various project committees
- Develop and recommend strategic communication materials and messages for firm-wide initiatives, new projects/programs and employee newsletters
- Lead and direct internal communications with other departments to facilitate firm-wide communications for their initiatives, with the goal of promoting knowledge-sharing, audience engagement and a consistent tone

What You'll Need

- A related university degree or a comparable equivalent with a minimum of 7 years of professional experience in communications, marketing or journalism
- Global or international exposure required
- Experience in a fast moving and demanding environment. Professional services experience preferred; law firm experience a plus
- Exceptional attention to detail and accuracy
- Exceptional written and verbal communication skills
- Proven ability translating complex/technical materials into useful marketing messaging
- Proven time management and organizational skills with the ability to manage/prioritize multiple projects
- Proven ability to write and proofread a range of internal and external materials, including press releases, newsletters, brochures and digital content (i.e. videos, web pages, social media posts)
- Confident, positive self-starter and driver who can build partnerships and win the trust of lawyers, as well as professionals in all administrative departments
- Demonstrated success working with multiple stakeholders and evolving priorities
- Strong understanding of global and local strategies with ability to help bridge between them to ensure consistent, clear and compelling communications tailored for different audiences
- Ability to develop relationships with senior management across functions
- Strong judgement and interpersonal skills
- Experience working with the media in all capacities (i.e. pitches, media buying)
- Excellent communications skills: timely follow-up, ability to articulate objectives, strategies and tactics to various roles and departments across the firm
- Strong computer skills required, including Microsoft Excel, PowerPoint, Word, etc.
- Experience with Cision media reporting platform or equivalent considered an asset.

Resume with references may be submitted in complete confidence to:

Human Resources Department
 Conyers Dill & Pearman Limited
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Closing Date: April 19, 2021