

## **QCRH Job Description**

**TITLE:** VP, Corporate Communications & Investor Relations Manager

**REPORTS TO:** QCRH CEO and QCRH President

**DEPARTMENT:** Group Operations

**LOCATION:** Cedar Rapids or Moline

### **JOB SUMMARY:**

The Corporate Communications and Investor Relations Manager will oversee all communications involving the organization including the development and implementation of a communications strategy and a broad and diverse range of business and marketing communications. This position will work directly with the CEO and President as well as other executives to develop and implement QCRH's investor and public relations strategy. This position will also help to create and promote the corporate identity and mission to customers, the public, and employees through the creation and distribution of press releases, emails, memos, and other documents. The Corporate Communications and Investor Relations Manager will assure that senior management is kept apprised on investor sentiment and provide the Board and management with updated information on shareholders and analyst projections. This position is responsible for the social media strategy and coordination of the company intranet site.

### **ESSENTIAL FUNCTIONS:**

1. Develops and implements a communications strategy for the corporation that builds and maintains a positive corporate brand, including effective methods to reach internal and external audiences through multiple channels.
2. Develops and oversees key investor communication materials in collaboration with senior leadership in preparation of analyst events, presentations, road shows, earnings releases and other announcements.
3. Provides consistent and timely information to employees through various communications programs.
4. Provides strategic direction regarding communication, branding, and compliance for all bank charter websites and company social media presence.
5. Responsible for social media monitoring tools, company intranet strategy and administration, and communication regarding Innovation updates.
6. Prepares, coordinates, and/or distributes press releases and 8K filings in conjunction with legal and investor relations partners.
7. Responsible for the company's annual report to shareholders which includes coordination of internal and external feedback requirements.
8. Acts as corporate spokesperson and responds to members of the media in a timely manner.
9. Coordinates QCRH Marketing strategy in collaboration with entity marketing departments. Responsible for supervision of Corporate Graphic Web Manager.
10. Develops, implements, and adheres to communications and investor relations budget.
11. Develops, composes, distributes, and implements policies to further develop the building and maintaining of a positive corporate brand.
12. Performs other related duties as assigned.

## **QUALIFICATIONS:**

1. Bachelors degree in English, Communications, Public Relations, Journalism, or related field. Accounting/Finance knowledge required.
2. At least 5-7 years of experience in corporate communications and investor relations in a publicly listed company. Knowledge of SEC and disclosure requirements required.
3. Ability to maintain confidentiality and exercise sound judgment and the highest level of discretion.
4. Excellent verbal and written communication skills.
5. Proficient in Microsoft Office Suite or related software. Previous experience in Sharepoint, Photoshop, and Adobe is preferred.
6. Organized with attention to detail.
7. Superior ability to write in a journalistic style that is customary for corporate and external publications.
8. Ability to offer sound media relations advice to senior leadership.
9. Excellent managerial and organizational abilities.
10. Excellent interpersonal skills.
11. Ability to work with corporate management, employees, media, and the larger community.
12. Ability to coordinate efforts of various teams in order to present a coordinated and clear message.
13. Travel among bank charters is required.