

Executive Producer (Communications Solutions)

Role Summary:

The Executive Producer (Communications Solutions) is responsible for managing internal and external resources toward the successful completion of communications projects (mainly in the pharma/healthcare space). The successful Executive Producer will serve as the key leader of content producers, designers, and project managers. He or she is expected to manage internal budgets for each project while maximizing excellence in client deliverables. Strategic thinking, knowledge of the life sciences industry and a proactive, positive, and ethical disposition are indispensable. The Executive Producer reports directly to the President of the company.

Responsibilities and Duties:

- Participate in proposal development process
- Attend select high-level meetings with clients
- Orchestrate all project coordination for company's communications projects
- Assemble and direct project teams
- Implement and maintain a system for successfully managing budgets, timelines, and resources
- Give creative input throughout the development process
- Resolve business issues that impact project success
- Identify new and needed resources

A.S.K. (Ability/Skills/Knowledge):

- College Degree
- Minimum 5 years team management/leadership experience
- Strong written and verbal communication skills
- Demonstrated ability to think and plan strategically to meet client business needs
- Proven track record of successfully leading creative communications initiatives, including digital projects
- Strong organization skills
- Information architecture/design background strongly preferred
- Understanding of pharmaceutical industry and related healthcare businesses a major plus
- Exceptional interpersonal communication skills
- Basic Computer/Productivity software skills a must; knowledge of internet and digital products is preferred
- Professional and positive demeanor

Location: Within commuting distance of Southwestern CT is a must.

For consideration, submit your resume and cover letter to: jobboard@impactiviti.com