



## Manager Program Implementation

**Start Date:** 1 February 2019, 40 hrs p/w. Competitive benefit package.

**Location:** New York, NY - preferred (willing to consider other USA locations)

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### Position summary and job purpose

The post holder will be responsible for the implementation of a two-year grant with the Robert Wood Johnson Foundation aimed to drive the awareness, adoption and growth of a Culture of Health for Business. The post holder will work with United States-based sustainability reporting corporations and corporate health/wellness-based influencers, grow awareness and adoption of the Corporate Culture of Health (CCoH) values, while serving as the primary internal expert (or become the expert) on health/wellness and sustainability and will work collaboratively with cross-sector partners to deliver on grant elements and outcomes.

The post holder has programmatic responsibilities for GRI within North America, such as delivering learning to GRI member companies and representing GRI to external groups via training and speaking opportunities. (S)He works closely with the both the US and Amsterdam based teams to ensure strong and dynamic external relations that are important for GRI's mission. The position requires occasional travel, therefore a valid passport is desirable.

The post holder will report to the Director of Regional Hub USA & Canada.

For more information about the CCoH Project, please visit:

[www.globalreporting.org/cultureofhealthforbusiness/Pages/default.aspx](http://www.globalreporting.org/cultureofhealthforbusiness/Pages/default.aspx)

### Job responsibilities

#### *RWJF Grant Implementation (80%)*

- Manage design and delivery of the Corporate Culture of Health (CCoH project) as intended by approved grant request. Activities include but are not limited to:
  - CCoH Multi-Stakeholder Advisory Council
  - Corporate Taskforce on CCoH
  - Half-day investor forum on CCoH
  - Landscape Analysis research project
- Engagement of CCoH project into existing GRI programs as needed, such as the 2020 Global Conference and USA-based trainings
- Manage processes and reporting in grant management/tracking, such as budget management, filing progress reports and other duties as needed

#### *Other Program Development/Execution (20%)*

- Deliver content-specific training to GRI member companies on variety of sustainability reporting topics
- Prepare project and (GRI) strategy related documents including delivering project-related updates

- Acts as spokesperson for GRI, when and where this responsibility has been delegated

### **Key competencies / Requirements**

- Demonstrated project design and management experience
- Familiarity with corporate health-related topics such as public health, corporate wellness, occupational health & safety is a plus
- Familiarity with sustainability issues and sustainable development agenda
- Native speaker level fluency in written and spoken English
- Proven track record of project management and monitoring skills
- Ability to listen, interact, communicate and explain ideas clearly
- Effective written communications skills
- Experienced public speaker
- Customer orientated
- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI

### **About GRI**

GRI is an international independent organization that has pioneered corporate sustainability reporting since 1997. GRI helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues such as climate change, human rights, corruption and many others.

With thousands of reporters in over 90 countries, GRI provides the world's most trusted and widely used standards on sustainability reporting, enabling organizations and their stakeholders to make better decisions based on information that matters. Currently, over 40 countries and regions reference GRI in their policies. GRI is built upon a unique multi-stakeholder principle, which ensures the participation and expertise of diverse stakeholders in the development of its standards. GRI's mission is to empower decision-makers everywhere, through its standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

**Our Vision:** A future where sustainability is integral to every organization's decision-making process.

**Our Mission:** To empower decision makers everywhere through our sustainability standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

### **How to apply**

Interested candidates, already eligible to live and work in the United States (i.e. already in possession of relevant documents), are invited to submit their resume and letter of interest in English to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is **Monday, 7 January 2019 at midnight CET**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted. GRI is an equal opportunity employer and welcomes your application.

GRI, Attn. Human Resources  
[www.globalreporting.org](http://www.globalreporting.org)

