



Senior Manager GRI Latin America – Brazil

Start Date: A.S.A.P., 40 hrs p/w.

Location: São Paulo, Brazil

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

The post holder is responsible for advising and managing the development of the local strategy that combines global goals and programs with local initiatives as well as providing effective leadership for GRI by developing, executing and driving an effective strategy for GRI that seeks to advance GRI's reputation and foster financial, political and programmatic support for GRI and its mission in Latin America with a focus on Brazil. This includes formulating policies and goals and participating in the development and implementation of the goals and objectives of GRI in Latin America; implementing defined strategies, action plans and goals for local engagement and outreach.

The post holder is responsible for GRI's working relations in Brazil and when relevant the broader Latin America, with government, business, civil society organizations, labour organizations, accountancy groups, the media, and other stakeholder groups at all levels as defined by GRI.

The post holder reports to the Director of GRI's Regional Hub Latin America.

Job responsibilities

- Develop a new outreach strategy for GRI in Brazil for stakeholder groups at all levels as defined by GRI
- Independently manages professional (day-to-day) relationship management with a portfolio relevant organizations, in particular GRI Community members in Brazil and project partners
- Manage all relationship management activities using GRI's systems and process, primarily CRM; maintaining up-to-date information and ensuring efficient administration, reporting and timely GRI Community payments to the Assistant for GRI Latin America Hub. This includes but is not limited to ensuring regular contact, arrange and lead calls and meetings, answer email and phone enquiries, develop new contacts and deliver excellent customer service
- Guarantees the delivery of set targets to increase the membership of the Global Community, Services Sales and Project Deliverables in Brazil
- Provides an important reference point for the reporting landscape in Brazil and advise the Director in defining the strategy for network development in Brazil
- Independently identifies and develops new projects and takes initiatives to develop income generating activities that support the GRI mission in Brazil and broader Latin America when relevant
- Promotes GRI Services and Training and Certification opportunities for Brazil
- When relevant, manage national & regional GRI events
- Be a key representative in GRI's public outreach efforts in Brazil, including being a presenter and facilitator at GRI meetings including online meetings from own initiative
- Collaborate with other team members to organize and logistically support GRI focused expansion activities in Latin America
- Build close working relationships with other GRI teams to ensure network engagement activities meet GRI's broader objectives
- Other duties as required

Key competencies / Requirements

- Masters in relevant areas referred
- Minimum 8 years' experience in working in the field of CSR/Sustainability
- Experience in building and maintaining networks and partnerships
- Experience in designing and implementing strategies, event management, organizing & promotion of workshop, budget monitoring, preparing reports
- Experience in public speaking and facilitation
- Ability to work independently and from own initiative



- Proven experience regarding organizational and time-management skills, attention to detail and accurate; ability to prioritize and multi-task
- Networker and information sharer; excellent communications and interpersonal skills internal and external
- Fluency in written and spoken Portuguese and English. Proficiency in Spanish is a plus
- Representative appearance, sense of diplomacy, discreteness
- Advanced abilities to work with Microsoft Office programs (Word, Excel and Power Point) and CRM
- Able to work in an international and multi-cultural setting
- Affinity with the mission of GRI

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates, already eligible to live and work in Brazil, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is **12.00 noon (CET), 13 May 2022**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands

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