Head of GRI Regional Hub North America

Start Date: ASAP, 40 hrs p/w.
Location: United States, exact location flexible
Salary: Yearly gross salary between $100,000,- to $125,000,-- (plus benefits)

Position summary and job purpose
GRI’s Regional Hubs advance reporting at the country level, respond to the needs of local stakeholders, build capacity and value, and encourage the flow of knowledge and participation from the regions into GRI’s global network and activity.

GRI’s Regional Hub North America (RHNA) was established in 2010 and promotes GRI’s mission by disseminating and promoting better knowledge of the GRI Standards and sustainability reporting among companies of all sizes and organizations in the United States and Canada. RHNA facilitates and promotes the active engagement of organizations in the further development of sustainability reporting globally and in the region.

The post holder plays a role in, among others, strategizing ongoing and future activities of GRI in North America, fundraising efforts and has a key role in the smooth running of the day-to-day business of the Hub with special focus on growing and maintaining GRI’s membership program in US and Canada. The post holder is responsible for successful initiation and completion of the RHNA projects and where relevant, ensures effective support of major projects in the region. The post holder represents GRI in public outreach in North America, including public speaking.

The post holder actively implements goals and objectives of the RHNA, including defined strategies, action plans and goals for local engagement. In addition, the post holder is responsible for facilitating effective and sound management and administration of the GRI Community, and the relationship with other business/operational partners.

The post holder will report to the Chief Regional Officer at the Global Reporting Initiative (GRI) based in Amsterdam, the Netherlands.

Job responsibilities include but are not limited to:

- Promoting mainstreaming of sustainability reporting in US and Canada – driving the practice, creating awareness, disseminating the GRI Standards, and working with relevant parties locally
- Responsible for ongoing recruitment and growth of the GRI Community in US and Canada and serving as contact person for members, in close collaboration with the Corporate & Stakeholder Engagement team in Amsterdam
- Contributing to building a dynamic network of sustainability reporting practitioners and connecting local practitioners to share best practices and drive quality of reporting
- Promoting and when relevant providing Report Services to reporters in the region
- Advising on and when relevant implementing and evaluating GRI’s strategy to accomplish its mission in the region
- Mapping, prioritizing and when relevant engaging with key local actors from different constituencies to pursue GRI’s mission. Constituencies include business, governments, investors, media, civil society, academia, consultants, international organizations and standard setters
- Working towards ensuring that North America has a strong voice in the GRI Standards development and help ensure that latest developments are communicated and understood in the region
- Ensuring successful implementation of local projects with local partners
- Collaborating with Amsterdam based fundraising team and when appropriate leading project fundraising activities
- Preparing and developing tasks/projects/concepts and related budgets including drafting project proposals/reports
• Responsible for organizing of local events, including but not limited to securing sponsorships, preparation of (meeting) materials and coordination of logistics
• Independently managing on-going projects to ensure satisfactory delivery of GRI services as provided in related project contracts
• Providing support to relevant (external) contacts to ensure effective workflow
• Conducting independent research on specific topics for tasks/projects/concepts or to support other (internal) needs
• Representing GRI in the region, including but not limited to public speaking at regional events on a variety of topics related to the field of corporate sustainability and CSR.
• Other duties as required

Key competencies / Requirements
• A minimum of 8 years of experience in sustainability (CSR) strategies and global and regional practice in corporate reporting.
• A master’s degree in international relations, international development, business administration, environmental - or social science, economics or related field would be an advantage.
• Proven track record of successful sales and target achievement
• Customer orientated; intercultural experience is key
• Awareness and knowledge of global CSR and sustainability-related initiatives and standards and possess a network of established relationships in the region.
• A proven track record in building, maintaining and growing a network.
• Established track record related to complex project- and event management
• A good communicator, highly persuasive and an ability to inspire
• Excellent inter-personal skills, and an ability to represent GRI at all levels and in different cultural settings
• Experienced presenter, and moderator/ facilitator
• Proven ability to implement project, fundraise and maintain effective relationship with governmental and other funders
• Experienced public speaker
• Strong people management skills
• Willingness to undertake travel
• Able to work in an international and multi-cultural setting
• Affinity with the mission of GRI would be an advantage

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 seven regional hubs ensuring we can support organizations and stakeholders worldwide.

**How to apply**
Interested candidates eligible to live and work in the USA 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), **Friday 26th February 2021**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

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