

Consultant, Corporate responsibility and sustainability – United States

Competitive salary + performance-related pay and benefits

Corporate Citizenship is a global management consulting firm specializing in corporate responsibility and sustainability. We have a team of 40 people in five locations around the globe. We advise companies on their strategies for responsible and sustainable business. We are one of the longest-standing specialist, global consulting firms and work with a wide range of companies from global leaders to those starting out on their corporate responsibility journeys.

We are now hiring a Consultant to join our busy US team to be based in New York or San Francisco. This is a new role to meet the growing demands for our services. All applicants must have unrestricted right to work in the location to which they apply.

This dynamic position is great for someone interested in moving from an in-house corporate responsibility role or in continuing their consulting career with a specialized corporate responsibility consulting firm.

Location: New York, NY or San Francisco, CA

Essential skills and experience

The successful candidate will have:

- Three to seven (3-7) years of experience working in a corporate responsibility or sustainability, ideally with experience in-house or in business consulting
- Enthusiasm for and experience in business development
- Bachelor's degree in related discipline
- MBA or Masters degree in related discipline a plus
- Exposure to international business

Desirable skills and experience

Please highlight your skills and experience in the following categories:

1. Subject matter expertise and related skills

- Developing and delivering corporate responsibility and sustainability strategies, measurement, engagement, and communications either working in-house or as a consultant in one or more of the following areas:
 - Corporate responsibility
 - Corporate community programs or corporate foundations
 - Environment
 - Responsible supply chain
- Working with sustainability frameworks (third party or in-house) to conduct analysis, develop recommendations, and create appropriate deliverables
- Researching, analysing, and interpreting complex information to create findings and recommendations
- Conducting stakeholder interviews and working sessions

2. Project management experience

- Managing multiple projects successfully to the timeline and budget
- Working directly with project sponsors or clients with minimal supervision to meet tight deadlines
- Working with a team to develop advice and solutions

- Managing relationships such as with other in-house functions or clients

3. Business development

- Creating an approach / action plan to meet project objectives
- Writing winning proposals
- Participating in presentations of proposals to decision-makers
- Building and growing personal network in corporate responsibility and sustainability

4. Business skills

- Presenting information clearly in oral and written form to a business audience
- Excellent PowerPoint skills
- Strong Word skills
- Experience with Excel
- Team player

Application instructions

Please read carefully.

**** You must have unrestricted right to work in the United States. We cannot sponsor work visas****

To apply send your resume and a short cover letter. Your cover letter must outline:

- Past experience that illustrates how you meet the specific job requirements.
- Why you are the best candidate for the job.
- Your salary expectations.
- Your eligibility to work in the United States.

Please send this information by March 20, 2016 to consultantus@corporate-citizenship.com

www.corporate-citizenship.com

Sustainability: Simplified