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# Example of Corporate Responsibility Job Description

Our growing company is hiring for a corporate responsibility. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate responsibility

* Maintain a 3rd quarter events calendar
* Build out grant management report - detailing fiscal year ends, impacts report timing, charting visibility and funder benefits
* Assist in implementing a visibility strategy to raise employee awareness of Detroit partnerships and the firm's philanthropic investments
* Additional activities associated with Global Philanthropy
* Support the team’s management of a portfolio of relationships and grants by conducting research and due diligence, preparing grant profiles, and coordinating and communicating with grantees
* Provide light administrative support in San Francisco office
* Support SharePoint sites refreshes including
* Oversee and manage the Head of Corporate Responsibility’s schedule, commitments, and travel
* Manage preparation of briefing materials and remarks for meetings and events, coordinating with the different CR divisions and LOBs as needed
* Lead efforts, working with HR partners, on recruitment, development and training initiatives for CR, including executive presence training, internship programs, manager trainings, mid-year and year-end review process

## Qualifications for corporate responsibility

* Background in corporate responsibility, philanthropy, nonprofits, marketing and/or public policy
* Interest in financial capability, community development, workforce readiness, community development
* Completed or in process of completing MBA or MPP
* In process of completing MBA, MPA or MPP
* Understanding of grant making and the non-profit sector and ability to assess the leadership, track record, fiscal health and capacity or a non-profit organization
* 2 to 3 years experience with grant making