



Example of Corporate Citizenship Job Description

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Our innovative and growing company is hiring for a corporate citizenship. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for corporate citizenship

- Maintain understanding of leading trends and changes in corporate social responsibility, brand purpose and overall sustainability landscape
- Track budgets, schedules and work plans
- Write and edit materials promoting our citizenship and sustainability programs and activities via the company intranet, corporate website and our digital channels
- Manage the creation of reports and presentations for the division for internal and external stakeholders
- Support an annual benchmarking initiative on ELC and Brand initiatives by collecting, synthesizing and analyzing industry data and preparing a report for senior management
- Partner Director to ensure compliance on all citizenship and sustainability programs, including legal, tax and other regulatory requirements
- Working closely with the Programs and Marketplace teams to bridge program development and delivery across the firm by identifying needs for communication, collaboration, and connection
- Acting as a key liaison to new programs including Impact Ventures, Impact Leader Volunteer program, nationwide or global NPO strategic relationships, and skills-based volunteering programs with the accountability to ensure programs have tools, plans, and teams in place for maximum reach across the firm
- Understanding how to use data and analytics to make decisions and

- Directing Corporate Citizenship activities that strategically position the firm with key organizations and stakeholders in the marketplace

Qualifications for corporate citizenship

- Accreditation as a Human Resources Professional preferred
- At least five years of demonstrated success in sustainability program execution, and partnership development
- Knowledge of the social and environmental issues and NGO landscape
- Ability to set priorities and allocate resources to achieve goals and objectives
- A track record of building strong relationships with members of cross-functional and affiliate teams
- Ability to execute multiple, simultaneous projects with quality results