



Job Posting for Director, CSR Learning Programs

COMPANY: Association of Corporate Citizenship Professionals (ACCP)

JOB TITLE: Director, CSR Learning Programs

DEPARTMENT: Content & Learning

REPORTS TO (TITLE): VP, Content & Learning

PAY TYPE: Full-Time | **EXEMPT STATUS:** Exempt

LOCATION: Remote (work-from-home) | **TRAVEL:** ~5-8x per year

OVERVIEW OF ACCP:

ACCP is an inclusive member-driven community of CSR & ESG professionals from 250+ purpose-driven companies. We advance the practice of corporate social impact by fostering a vibrant peer network, providing practical guidance, and offering real-world solutions that drive change in companies and communities. If you are looking to make a difference in the world and work with a small and dynamic team, join us at ACCP!

OVERVIEW OF THE POSITION:

The Director, CSR Learning Programs is a subject-matter expert who leads key education programs, represents ACCP externally, and supports the content needs of our members. The individual brings knowledge of corporate social impact to ACCP and stays abreast of relevant trends and topics of interest to the field. To drive our strategic pillar of advancing CSR knowledge and practice, this position oversees ACCP's Annual Conference, develops strategy and content for a portfolio of learning programs, supports annual content priorities, and builds/implements customized training. The position has one direct report and travels ~5-8 times per year. ACCP cares deeply about racial equity and justice and expects the Director, CSR Learning Programs to incorporate this into all facets of their work.

Projects that the candidate would tackle within the first six months could include:

- Facilitate sessions and assist speakers with final preparation before ACCP's Annual Conference in September, including any final content curation needs (role will eventually lead and manage Conference in future).
- Serve as the manager/supervisor to ACCP's Events Coordinator who leads registration and logistics for all events, including Conference.
- Finalize strategy and learning objectives while securing speakers and outlining panels for the Impact Measurement Summit, taking place in December.
- Serve as Expert for ACCP Assist by responding to elevated questions, research and benchmarking requests that need a higher level of expertise.
- Oversee ACCP's new customized training program and deliver content, while supporting the CEO and other leaders in preparing content for external delivery.



- Consult and contribute to CSR-related content development in ACCP's Career Development portfolio (including two new programs in development in 2024).
- Help develop annual content priorities and the annual content calendar for 2025, in partnership with the VP, Content and Learning.
- Supports the ACCP Program Committee.

A detailed job description will be shared with candidates during the hiring process.

The candidate we are seeking...

- **8-10 years of experience** in or exposure to the CSR field (CSR, ESG, Nonprofit experience, Social Impact work, Public Affairs, etc.), or a combination of experience and related education. Minimum of 5 years inside a corporation focused on social impact preferred.
- **Leadership:** Ability to motivate teams, peers, and colleagues to achieve shared goals with or without direct management oversight. Data-based decision-making skills and confidence to take responsibility for results.
- **Creative and Strategic Thinking:** Understands complex concepts related to community impact and influencing change; ability to simplify and explain these concepts to a broad audience of stakeholders. Makes connections between ideas, amongst people, and from concepts to actions that drive work forward. Ability to assess and act on data from various sources.
- **Customer Service and Relationship Building:** Strong relationship-building and empathy skills, able to work well with internal and external stakeholders, learn the unique experience of CSR professionals, and help guide their progress.
- **Public Speaking:** Able to capture the attention of an audience of interested stakeholders. Can confidently articulate information and messages to a large audience, share the stage with other panelists, and think quickly to respond to questions or challenges from the audience. Skilled facilitator of group discussions who can create an environment of mutual learning by encouraging contributions from attendees.
- **Program Design:** Experience with program design including building timelines, identifying and managing to key milestones, moving from strategy to implementation, managing budget, and creating learning outcomes.
- **Written Communication:** Comfortable and skilled communicator in a variety of formats, including experience writing. Proven writing skills using clear, concise language with the ability to eliminate jargon, careful editing, and proofreading.
- **Influence and Adaptability:** Independent performer who demonstrates ownership of projects, anticipates needs, delegates work as appropriate, and can manage multiple programs and priorities. Manages across and up without positional authority. Proven problem-solving skills, able to quickly respond to changing needs.



- **Technical Skills:** Proficient in Microsoft Office Suite, Zoom Webinar and Zoom Meeting. Salesforce, Nimble, Higher Logic, Association Management System, and/or Event Registration System experience a plus.
- Values diversity, equity, inclusion and belonging. Demonstrates respect and appreciation for colleagues and stakeholders with diverse demographic and cultural backgrounds and practices.

Compensation Range: \$90k-100k annually, based on skills and experience.

If interested, please apply [on LinkedIn](#).

ACCP is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity and an inclusive work environment regardless of race, color, ancestry, religion, sex, national origin, age, citizenship, marital status, disability, gender identity, or veteran status. The above is intended to describe the general duties and requirements for the performance of the job. It is not construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts the manager's ability to assign or reassign responsibilities for this job at any time. Reasonable accommodation may be made to enable an individual with disabilities to perform essential functions.