



ACCP Job Description

TITLE OF POSITION: Director, CSR Programs

DEPT/DIVISION: Content and Learning

SUPERVISOR'S TITLE: VP, Content and Learning

OVERVIEW OF THE ACCP:

The Association of Corporate Citizenship Professionals is *the* premier membership organization for companies committed to corporate citizenship, and a career-long resource for purpose-driven professionals. ACCP's 225+ member companies – including Fortune 500's, mid-size companies, small businesses, and start-ups-are joined together through their shared commitment to sustainable impact, employee engagement, community involvement, and a drive to better the world.

ACCP provides access to practical insights, relevant tools, and meaningful connections that help companies identify and understand trends, improve results, and expand impact. We connect people with resources and professionals with one another. We connect companies with ideas and society with solutions. We challenge individuals to build and grow their skills and encourage businesses to evolve their corporate citizenship policies and practices, for the greatest business and social impact. We champion and elevate what is working in the field. We champion and elevate what is working in our field.

If you are looking to make a difference in the world and work with a small and dynamic team, join us at the ACCP!

SUMMARY OF THE POSITION: The Director, CSR Programs brings current, working knowledge of the CSR field to the ACCP team and stays abreast of current CSR topics of interest. They leverage their expertise to guide current content, build and implement member offerings and educational programs and deliver ACCP Connect, a program that provides support and guidance to members. **This position is an important individual contributor and subject matter expert who will own all aspects of key critical processes and services.**

DUTIES AND RESPONSIBILITIES

As a key subject matter expert in CSR, the position performs the following duties:

Understand and Meet Member and CSR Community Needs

- Collect and synthesize information from conversations, surveys, partnerships, and other daily work to understand the content and learning needs of ACCP members and the larger corporate citizenship community
- Research member trends and communications
- Align and create ACCP offerings with member and community needs; adjust and iterate as issues evolve and information changes
- Partner closely with the Membership, Marketing, and Communications Department to build awareness of and engagement in these offerings
- Own and manage the ACCP Purpose Awards process, from strategy through implementation

Provide CSR Support and Guidance to ACCP Members

- Manage the ACCP Connect service by handling member requests and questions and providing appropriate follow up
- Lead member meetings, both place-based and virtual, to serve the current needs of various member groups
- Create and execute member networking opportunities, working closely with members of the ACCP team on meeting logistics
- Manage existing member groups; make recommendations and build new member groups
- Contribute meaningfully to the development of the strategy and its execution for ACCP's online communities
- Create, edit, facilitate, and solicit content for community discussions
- Work closely with the Membership, Marketing, and Communications team to focus on continuous improvement of the community platform and participation experience
- Analyze and report on data to assess community success

Curate and Produce ACCP Content

- Support VP with original content creation by identifying topics of interest, SMEs within the membership, and ongoing relevance of educational content
- Guide the development and maintenance of content in ACCP's Resource Library, working with ACCP teammates to identify and fill content gaps
- Guide the development of a content calendar for suite of virtual meeting: webcasts, members-only learning opportunities, special format sessions, etc.

- Work closely with team to schedule and produce virtual events
- Support the development of and manage execution of ACCP research projects that deliver new insights to the field

Train and Facilitate Learning

- Together with the VP, review and ensure educational curriculum is up-to-date and relevant
- Build new curriculum and supporting program materials
- Serve as the program lead for certain educational programs
- Serve as an instructor for ACCP educational programs and facilitator of member meetings as needed

QUALIFICATIONS:

- Minimum of 5 – 7 years of experience in or exposure to the CSR field, either in a corporation or a related organization. CSR program management, grant-making, and/or volunteering experience preferred.
- Integrative thinking skills to assess and act on data from various sources
- Program management skills including building timelines and identifying key milestones, moving from strategy to implementation, and managing budget.
- Experience running meetings and managing a classroom of adult learners.
- Ability to anticipate needs and discern work priorities with limited supervision
- Ability to execute with excellence, attention to detail
- Ability to manage projects and process independently, shows ownership of work
- Proven problem-solving skills, able to quickly respond to changing needs
- Customer service orientation
- Strong creative and strategic thinking skills
- Strong relationship building skills, able to work well with a small internal staff, as well as members and the larger CSR community
- Proficient in Microsoft Office Suite
- Experience with an Association Management System, Event Registration System, and/or Higher Logic preferable



If interested, please forward a resume and cover letter to hr@accp.org

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.