



Job Posting for Sr Manager, CSR Content

COMPANY: Association of Corporate Citizenship Professionals (ACCP)

JOB TITLE: Senior Manager, CSR Content

DEPARTMENT: Content & Learning

REPORTS TO (TITLE): Vice President, Content & Learning

SUPERVISOR (NAME): Christina Fagan

PAY TYPE: Full-Time

EXEMPT STATUS: Exempt **IF EXEMPT, TYPE:** Professional/Creative

LOCATION: Remote (work-from-home) | **TRAVEL:** Approx. 3-5x per year

OVERVIEW OF ACCP:

ACCP is the premier membership organization for companies committed to corporate citizenship, and a career-long resource for purpose-driven professionals. ACCP's 250+ member companies 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. If you are looking to make a difference in the world and work with a small and dynamic team, join us at the ACCP!

OVERVIEW OF THE POSITION:

The Senior Manager, CSR Content will support the creation and revision of various educational programs and resources for ACCP members, prospective members, and related parties. This position will identify new & improve existing products and educational content to ensure ACCP serves as a career-long resource for CSR & ESG professionals. This individual contributor will serve as a subject matter expert in corporate social impact, work remotely, and travel approximately 3-5 times per year. ACCP cares deeply about racial equity and justice and expects the Senior Manager, CSR Content to incorporate this into all facets of their work.

DUTIES AND RESPONSIBILITIES:

Content Development

- Plays a lead role in researching speakers, conducting discovery and prep calls, and updating and writing content for ACCP Summits, including panel outlines and facilitation guides.
- Supports and/or crafts new content and revises existing material for ACCP career programs including CSR Launchpad, Forum, RISE: Realizing Inclusive Leadership in Corporate Social Impact, and other mid-career leadership development programs.
- Works alongside Learning & Development Manager and Community Manager, serving as a subject matter expert for CSR/ESG related material. Helps identify speakers and topics for ACCP's monthly webcast series, managed by our L&D Manager.



- Manages ACCP's Resource Library and supports development of practical and relevant content, including toolkits, sample policies and guides.
- Assists in recruiting SME speakers, developing and identifying content, and supporting speaker topic needs for ACCP's Annual Conference, including the creation of session titles and descriptions.
- Writes other educational products as assigned; prepares presentation decks.
- Works effectively across departments to produce and publish high-quality and accurate products.
- Supports efforts to leverage educational content to position ACCP and its staff as thought leaders and trusted experts in CSR.

Content Curation & Delivery

- Serves as the project manager for ACCP Assist & customized training for ACCP members.
- Conducts internal and external research to contribute to ACCP program planning & development.
- Cultivates relationships with in-house subject matter experts, field practitioners, consultants, and others for content knowledge contributions.
- Partners closely with the Membership, Marketing, and Communications team to build awareness of and engagement in ACCP educational program offerings.
- Delivers content to the ACCP community. Serves as trainer, host, and facilitator for ACCP programs as assigned.
- As a member of the Content and Learning team, participates in developing learning objectives for programs and contributes to the development of an annual content calendar and program materials for ACCP's educational programs.

Other

- Conducts secondary research to find relevant data that validates ACCP's educational program offerings.
- Periodically contributes as a writer and content expert for ACCP's Insights blog.
- Enhances member engagement in Member Groups and ACCP Communities by contributing relevant resources or topic ideas as needed.
- Supports research projects and the organization's external speaking opportunities as requested.
- Stays informed of news and trends related to corporate citizenship by reading news and communicating with stakeholders.
- Assists with the Program Committee and the Resource Library sub-committee.

The candidate we are seeking has the following experience and skills...

- 6-10 years of experience in corporate social impact, or a combination of social impact experience (both nonprofit and corporate) and related education.
- **Corporate Social Impact:** Working knowledge of CSR & ESG topics, issues, and trends; deep desire and ability to learn CSR & ESG content and apply knowledge to member relationships, convenings, resources, and learning.
- **Creative and Strategic Thinking:** Understands complex concepts and can simplify and explain these concepts to a broad audience of stakeholders. Can



make 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, understand the unique experience of CSR & ESG professionals, and help guide their progress.
- **Communication:** Comfortable and skilled communicator in a variety of formats, including experience writing, facilitating groups, and speaking. Exceptional writing skills using clear, concise language with the ability to eliminate jargon, careful editing, and proofreading.
- **Project Management:** Ability to manage complex projects, anticipate needs, and discern work priorities with limited supervision. Proven problem-solving skills, able to quickly respond to changing needs. Proven project management skills including planning work, prioritizing, and managing details, keeping multiple tasks/projects on track, using time well, and delivering results with tight deadlines.
- **Technical Skills:** Proficient in Microsoft Office Suite, Zoom Webinar and Zoom Meeting. Adobe, Photoshop, Salesforce, Nimble, Higher Logic, Association Management System, and Learning Management Systems 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: \$80,000-90,000 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.