

## **Position: Manager, Advisory Services**

### **Location: New York, USA**

#### **About AccountAbility:**

We are a research and advisory services firm focused on promulgating sustainability into organizational thinking and practice. By providing innovative and practical solutions, we help our clients improve their business performance, create value and build a sustainable competitive advantage. Our widely used standards, leading research and strategic advisory services help organizations become more accountable, responsible and sustainable.

Please visit our website [www.AccountAbility.org](http://www.AccountAbility.org) to learn more about us and our work.

#### **About this position:**

A Manager at AccountAbility provides day-to-day leadership on sustainability consulting engagements, serving as a strategic advisor, guiding teams to deliver outstanding, high-impact work to our clients. Typical engagements include sustainability strategy and governance, stakeholder engagement and materiality, sustainability reporting and metrics, program management and supply chain. A Manager reports to a Senior Manager or Director, may oversee one or more Associates on each engagement, builds and maintains strong client relationships, works on a Global team of highly experienced sustainability consultants, contributes to our thought leadership, represents AccountAbility in public settings, and develops AccountAbility's Associate-level staff.

Key responsibilities include, but are not limited to:

#### ***Business Development***

- Identify and prospect new business opportunities across all lines of AccountAbility's work
- Develop new business relationships and manage existing ones
- Generate new income for AccountAbility to an agreed annual target
- Expand existing client base, business relationships and client engagements

#### ***Project Management***

- Project manage complex, multi-dimensional Advisory Services engagements
- Provide consulting services to global companies focused on strategy and governance, CSR reporting, stakeholder engagement, performance improvement and supply chain management
- Deliver medium to large projects and work streams on time, within budget and in consideration of resources available

### ***Firm and People***

- Collaborate in executing in AccountAbility's global and regional strategies
- Work as part of an internal knowledge management team to transfer learning across our core lines of business
- Mentor and support career development of direct reports and other junior associates
- Report regularly on engagement economics
- Manage budgetary responsibilities for assigned teams
- Collaborate with finance in scoping project feasibility / profitability

### **Skills and Qualifications:**

The successful candidate will be a dynamic, experienced, and engaged individual who enjoys the challenges of working within a growing team and multitasking in a dynamic environment. You will be client focused with a proven track record in program management, including the management of client relationships, the management of subcontractors and third party vendor relationships, and the internal management of resources and processes required to deliver successful engagements. The position requires a strong client business development background, a true consultant's acumen, and the hands-on disposition of a manager unafraid to effectively straddle and influence the spectrum of multiple levels of organizational seniority, from senior management to junior-level staff at once. In addition, candidates should possess:

- 10+ years of experience in a client service role (such as management consulting) or in a CSR-focused role in industry or a consultancy
- Keen understanding of key CSR/Sustainability issues and related trends in business and management practice
- Experience working on complex, high-budget projects, tracking progress against goals and budgets under tight deadlines
- Proven ability to build cross-functional relationships for collaborative efforts with clients, partners and colleagues
- Flexibility and responsiveness to client demands
- Critical Thinking and openness to new ideas, to new perspectives, to new points of view, and to new ways of working
- Excellent written and oral communications skills, including public speaking, meeting facilitation, and presentations.
- BA degree with sustainability, business, or similar focus; MA, MBA, or MPA preferred

### **How do I apply?**

To apply for this position, please send a letter of application and C.V. to ([people@accountability.org](mailto:people@accountability.org)).

*AccountAbility is an Equal Employment Opportunity Employer, committed to a diverse and inclusive work environment.*

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