

Position: Associate, Advisory Services

Location: New York, USA

About AccountAbility:

AccountAbility is a leading, global advisory service organization with over 20 years of experience in providing innovative solutions to the most critical challenges in corporate responsibility and sustainable development. Since 1995 we have been helping corporations, non-profits and governments embed ethical, environmental, social, and governance accountability into their organizational DNA.

Our unique value proposition brings together leading edge research, widely recognized standards, and strategic advisory services. By providing innovative and practical solutions, our advisory services help our clients improve business performance and create value. We leverage our extensive knowledge and expertise to align business objectives with sustainable strategies that build durable competitive advantage. Our global AA1000 series of principles-based Standards are some of the most prominent and widely recognized Sustainability benchmarks that help organizations become more accountable, more responsible, and more sustainable. Our research products and services provide vital data and critical insights to some of the world's leading organizations. At AccountAbility, we help organizations do well by doing good.

Please visit our website www.accountability.org to learn more about us and our work.

About this position:

Associates at AccountAbility play key roles as part of global teams of highly experienced consultants that collectively deliver outstanding, high-impact work to our clients. Typical sustainability engagements include Strategy and Governance, Stakeholder Engagement and Materiality, Reporting and Metrics, Program Management, and Supply Chain. Key requirements of the AccountAbility Associate include the ability to nurture strong and constructive client relationships and the ability to contribute actively to the organization's thought leadership. The AccountAbility Associate may also oversee one or more interns

(graduate level students) on client engagements and as such, is expected to mentor and develop intern-level staff.

Principal responsibilities for this position include, but are not limited to:

Project Management

- Contribute, as part of the advisory services team, to complex, multi-dimensional, and cross-cultural client engagements
- Aid in developing proposals for new business
- Manage progression of consulting projects in lieu of senior associates once certain levels of competency are developed
- Contribute to the timely delivery of medium to large projects and work streams within budget

Firm and People

- Support the core values of AccountAbility, its culture, its people, and its mission of helping organization do well by doing good.
- Collaborate in executing in AccountAbility's overall global and regional strategies
- Work as part of an internal knowledge management team that transfers learning across our core lines of business
- Provide support for research activities from time to time.

Business Development

- Identify new business opportunities through the course of client engagements
- Support new and expanded business relationships and nurture existing ones

Skills and Qualifications:

The successful candidate for this position will be a dynamic, energetic, and engaged individual who enjoys the challenge of working within a growing team - someone who appreciates the energies of working in a small yet dynamic environment. You will be client focused with a track record in service delivery, satisfactory consulting engagements, program or project management, and client interactions at various levels. The position requires a strong client-facing business background, a hands-on disposition, and a true consultant's acumen. We seek an individual with the ability to effectively interact with and straddle the spectrum of multiple levels within an organizational structure.

Skills and Qualifications (Continued):

- 3-5 years of experience in a client service role (such as management consulting) or in a CSR-focused role in a company or consultancy
- Understanding of key CSR / Sustainability issues and related trends in business and management practice
- Experience working on complex projects, tracking progress against goals and budgets under tight deadlines
- Ability to foster 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.
- Written and spoken English is required; proficiency in a second language is desirable
- Superior ability to influence and interact effectively with multiple levels of organizational seniority
- BA degree in Sustainability, business, or similar focus; MSc, MBA, or MPA preferred along with record of academic excellence

How do I apply?

To apply for this position, please send a letter of application and resume / C.V. to people@accountability.org.

Your letter of application should clearly outline:

- The skills and attributes that make you a good fit for this role (*why are you right for AccountAbility?*)
- Why this role is the right one for you at this point in your career path (*why is AccountAbility right for you?*)
- Your earliest date of availability

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