

Position: Business Writer

Location: New York, New York

About AccountAbility

We are a global consulting and standards firm that works with business, governments and multi-lateral organizations to advance responsible business practices and improve their long-term performance. We measure success in terms of our impact on the performance of our clients, our people and our firm.

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

Why work with AccountAbility?

At AccountAbility, you will have the opportunity to leverage your business writing skills and expertise by working on client deliverables, business development activities, and marketing collateral through data and information distillation, narrative development, and content creation.

AccountAbility thrives as a close-knit organization with a team of high-performing colleagues who deliver the quality client service experience expected by Fortune 500 corporations, international NGOs, and government institutions. Benefits of working at AccountAbility include:

- Opportunities to learn from sustainability and communications experts;
- Fast-paced and collaborative team environment;
- Hands-on business and sustainability-focused writing and content development experience;
- Copywriting and editorial experience;
- Exposure to C-Suite communications, report development, corporate communications, and proposal development for Fortune 500 companies and multilateral organizations

Successful candidates will have excellent, demonstrated business writing capabilities, a passion for sustainability, and an aptitude for growth and leadership.

Responsibilities and Expectations

BUSINESS WRITING & CONTENT DEVELOPMENT

- Lead the content development process for relevant client deliverables, including annual sustainability reports, executive summaries and CEO memos, and assessment and findings reports
 - Distill complex data and information to develop meaningful and impactful narratives, in line with client expectations and needs
 - Support the development of global AccountAbility communications initiatives, including thought leadership publications, speaking engagement briefs, and social media campaigns
 - Work with the Advisory Services team to draft and deliver proposals and supplemental content in order to effectively support AccountAbility's business development initiatives
 - Champion quality communication in all of AccountAbility's written content
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Skills & Qualifications

PERSONAL SKILLS & QUALITIES

- Detail-oriented with strong time management skills and the ability to prioritize tasks to meet tight deadlines
- Ability to work both collaboratively and independently
- Excellent verbal and written communication skills
- Confidence in your ability to develop content for Senior Executives
- Ambitious, personable, enthusiastic, self-motivated, independent, quick learner
- Additional language skills will also be considered

QUALIFICATIONS, EXPERIENCE & SPECIFIC KNOWLEDGE

- 3-5 years of professional writing experience
- Minimum 2 years of business-related content development experience
- Understanding of sustainability principles and practices as they apply to corporations, NGOs, and governments
- Excellent working knowledge of Microsoft Office, particularly Word and PowerPoint
- Social media management experience is a plus
- BA or BS required, Journalism, Communications, Business degrees strongly preferred. Candidates with commensurate experience will also be considered

How do I apply?

To apply for this position, please send the following documentation to people@accountability.org, with the email subject line BUSINESS WRITER:

- Resume
- Cover Letter
- 3-4 business writing samples (e.g. corporate reports, business media publications, executive summaries, editorials, etc.)