



Corporate & Stakeholder Engagement Coordinator

Start Date: ASAP., 40 hrs p/w. (€ 30,000 / € 33,000 gross p/y on full time basis)

Location: Amsterdam, the Netherlands.

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

You will be working in the Corporate & Stakeholder Engagement (C&SE) Team, to contribute to GRI's global C&SE programs. These programs and products geared towards advancing the uptake and quality of sustainability reporting.

You will work alongside of account managers to maintain existing and develop new corporate relationships.

Responsibilities

- Support to C&SE team account management
- Help the C&SE team to prepare certain tasks, develop projects & concepts and prepare related budgets
- Create materials for meetings with (external) stakeholders and coordination of meeting logistics
- Conducts research on specific topics for tasks/projects/concepts or to support other (internal) needs
- Maintains routine communications with (external) contacts to ensure smooth implementation of changes or updates

Job Specific Responsibilities

Coordinating, under the supervision of the Director of C&SE:

- Perform administrative tasks following instructions and procedures, using excellent planning, project management and organizing skills.
- Coordinate relationships with GRI Community members. Ensuring regular contact, arranging calls and meetings, answering email and phone enquiries, assisting GRI Community members with administrative and website issues, ensuring timely payment of GRI Community contributions
- Coordinate all activities using GRI's CRM, maintaining up-to-date information and ensuring efficient administration and reporting
- Support the account managers to increase the number of GRI Community members in specific countries/ regions to achieve growth in income and a varied membership e.g. large and small business, civil society with a high number of GRI reporters
- Runs regular and ad hoc reports from CRM to support Director with regular financial and progress reporting
- Coordinate projects and programs for the GRI Community Program to encourage knowledge-sharing and assist with progress reporting
- Build close working relationships with GRI-colleagues around the world to ensure GRI Community activities meet GRI's broader objectives and community members are included in all local engagement plans
- Other duties as required

Key Competencies / Requirements

- Fluency in English (spoken and written) and fluent in at least one further language
- Experience in building strong relationships with customers/supporters
- Comfortable to engage with large corporates
- Confident and professional presentation skills
- Knowledge of GRI, sustainability and sustainability reporting is a preference
- Proven organizational skills
- Experience of organizing events is a preference



- Experience with Customer Relationship Management (CRM) and/ or other project management systems
- Excellent written and oral communications skills
- Collaborative nature
- Eligible to live and work in The Netherlands

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates are invited to submit their resume and motivation letter in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon CET, 20 September 2021. Only complete applications, including resume and motivation letter, from applicant already eligible to live and work in the Netherlands, will be considered for this position.

GRI appreciates all expressions of interest, however only short-listed applicants will be contacted with information about next steps.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands

T: +31 (0)20 531 00 00 www.globalreporting.org

