



## Engagement & Outreach Manager

### About the Council for Inclusive Capitalism

The Council for Inclusive Capitalism is a global business-led nonprofit organization committed to creating a more inclusive capitalism that delivers long-term value for all stakeholders by improving conditions for people, planet, prosperity, and principles of governance. Our organization is working with global leaders and their organizations to drive behaviors and establish concrete goals and measurements to foster greater inclusivity in economic growth and achieve the Sustainable Development Goals (SDGs).

### The Position

The Engagement & Outreach Manager will play a pivotal role in supporting a small dynamic team while liaising with a broad range of stakeholders to ensure coordination and implementation to expand our community. The role will consist of helping to manage a portfolio of senior level members and initiatives in line with the Council's mission. The key responsibilities include conducting outreach and follow-up with new and prospective members, working with team members to meet membership targets, helping to build strategic relationships with stakeholders, optimizing workflow, drafting and managing outreach materials, and working collaboratively and efficiently with colleagues to execute on our mission. .

To be successful in this role, the ideal candidate will need to have a strong work ethic, be flexible and collaborative, and have an entrepreneurial, target-driven, solutions-oriented mindset. The position is currently entirely remote but is expected to provide for the ability to work remotely with some regularity in the future.

### Key Responsibilities:

- Support the Head of Outreach in recruiting new members to join the Council
- Support the Director of Engagement & Outreach in liaising with our partner organizations and members on key initiatives in line with Council objectives
- Build strong relationships with offices of our stakeholders and foster continued engagement
- Manage information flow and maintain a record of activities to monitor and advance progress according to targets and deadlines.
- Collaborate with teammates to assist in developing and preparing materials related to growing the Council community of members, including presentations, letters, proposals, memos, and meeting minutes

- Organize and participate on calls/in meetings, coordinate logistics, keep records and databases up to date, and assist with follow-up items to ensure continuity of work
- Conduct research and briefings as needed related to the objectives of Council engagement and outreach to stakeholders.
- Put forth ideas and develop initiatives to further grow our community of business leaders taking action to build more inclusive economies and societies.

#### **Skills & Qualifications:**

- Bachelor's degree or higher in a relevant field of study
- At least 4–6 years of project management, client engagement or business development experience working with multiple stakeholders
- Salesforce experience
- A background in nonprofits, international business, finance, or public policy is a plus
- Proven success in working with a variety of stakeholders, particularly with senior leadership
- Efficient and creative problem-solver
- Superior attention to detail
- Strong multi-tasking and organizational skills
- Professional and effective interpersonal, oral, and written communication skills
- Experience in working with programs such as Google Suite, Microsoft Office, Salesforce, and video conference platforms; comfortable learning new technologies
- Proactive and flexible with the ability to work both independently and as a team member in a fast-paced work environment

**If you are interested in joining our team, please send your resume along with a cover letter explaining your interest in our organization to [careers@InclusiveCapitalism.com](mailto:careers@InclusiveCapitalism.com) with “Engagement & Outreach Manager” in the subject line.**