



## **Director, Engagement & Outreach**

### **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 Director, Engagement & Outreach leads the planning and execution of a comprehensive engagement strategy and outreach activities to drive member growth and build support for the work of the Council for Inclusive Capitalism among global business and thought leaders. You will expand our member base in line with the Council's strategic priorities, build participation and increase the visibility of Council activities to Council members, partners, stakeholders, and potential collaborators. You will help secure opportunities for the Council to attract resources necessary to convene a global conference in 2024 bringing together leaders in business and across the public and civic sectors. You will report to the CEO on the Council's growth strategy and development, work closely with senior leaders, and manage a small team to carry out the Council's mission. You must be comfortable operating at senior levels with leaders across the private, public and civic sectors.

To be successful in this role, the ideal candidate will need to have a strong work ethic, be a self-starter, flexible and collaborative, and have an entrepreneurial, solutions-oriented mindset. The position can be based in New York City or Washington D.C. 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:**

- **Oversee and drive member growth:** Develop and implement an effective and comprehensive strategy to sign up global business leaders and allied partners to support the work of the Council for Inclusive Capitalism.
- **Manage a small team** to identify prospective new members to join the Council, develop recruitment materials, conduct outreach, and follow up.
- **Be responsible** for meeting Council growth targets and member diversification objectives.
- **Pursue a range of membership pipelines**, including targeted outreach, organic member development, and high-value relationships – e.g., through personal networks, member referrals, CEO & Founder referrals.
- **Oversee vetting** of prospective members and, with the Programs department, enforce minimum standards, requirements and guidelines for approving members.
- **Develop strategy and content** for periodic outreach to existing members, particularly to drive member invitations and referrals.
- **Support the CEO and Founder** in conducting strategic outreach and engagement with stakeholders.
- **Manage the recruitment and onboarding** of members through strategic partnerships and relationships.
- **Manage E&O team.**

- Develop ideas and programming, in collaboration with other departments, for strategic events to further collaborative work with our stakeholders and allied organizations.
- Work closely with and support the CEO on fundraising.
- Support sponsorship and attendee recruitment for 2024 Conference, working with CEO and other departments.
- Contribute to thought leadership for the Council, staying abreast of thought leaders and trends the Council should engage with.

**Skills & Qualifications:**

- Bachelor's degree or higher in a relevant field of study
- Minimum 3-5 years of project management experience and/or supporting multi-stakeholder efforts. Additional 2-3 years of leadership experience running member, sales or business development programs
- Proven success in conducting outreach and engagement activities
- Proven success in working with a variety of stakeholders, particularly with senior leadership
- Fluency with Salesforce
- Experience in fundraising and development
- Strong leadership coupled with the ability to roll up sleeves
- Efficient and creative problem-solver with strong multi-tasking and organizational skills
- Superior attention to detail
- Professional and effective interpersonal communication skills
- A background in nonprofits, international business, finance, or public policy is a plus

**If interested in working for the Council for Inclusive Capitalism, please forward a resume along with a cover letter explaining your interest in our organization to [careers@inclusivecapitalism.com](mailto:careers@inclusivecapitalism.com) with Director, Engagement & Outreach in the subject line. Applications without a cover letter will not be considered.**

**The Council for Inclusive Capitalism is an equal opportunity employer and prohibits discrimination of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.**