



Position Description

SENIOR CORPORATE SOCIAL RESPONSIBILITY (CSR) ADVISOR, EXTRACTIVES

Location: Calgary (preference) or Vancouver
Department: Advisory Services
Term: Full-time
Start Date: Immediate

OUR MISSION

Founded in 1995, CBSR provides thought leadership and candid counsel to our members as they formulate powerful decisions and actions that improve business performance and contribute to a better world. We are passionate about our work in corporate social responsibility (CSR) and the work that we do with our members.

CBSR's work style and culture

At CBSR, we pride ourselves on our engaging culture and mission focused work. We are a small, energetic, and nimble organization, efficient with our resources and highly effective in the work we undertake. We seek team members that are:

- Able to collaborate and work independently
- Committed to producing only the highest quality products and services
- Creative problem-solvers, focused on solutions
- Effective time managers who are able to meet deadlines and manage multiple priorities
- Willing to travel as needed to meet member needs

POSITION DESCRIPTION

Reporting to the Director of Advisory Services, the Senior CSR Advisor, Extractives will:

- Manage strategic and day-to-day relationships between CBSR and priority member companies
- Look for specific opportunities to directly promote CBSR expertise to individual companies
- Convert opportunities into high impact sales proposals
- Run the proposal cycle to confirmed member service or advisory services projects for CBSR
- Act as the main contact person with senior client team members and decision makers
- Lead all aspects of large projects, including overall and day-to-day management of advisory service project teams, partners and associates

- Identify opportunities to develop CBSR tools, service lines and products
- Provide coaching and support to more junior CSR advisors, particularly in areas of expertise
- Identify strategic opportunities and support member engagement efforts for members
- Identify and nurture relationships with partners and other leading CSR practitioners
- Work with the team to refine, manage and deliver on CBSR's value proposition

PRIMARY AREAS OF RESPONSIBILITY

Member engagement

- Act as a senior advisor with clients, members and partners
- Liaise with members in general and act as primary contact with priority member companies
- Provide strategic expertise and guidance to CBSR's members and clients on CSR issues
- Leverage CBSR knowledge to advise members and clients to answer specific questions as they arise
- Develop sales materials, issue briefs and value-added tools for CBSR members based in areas of specialty
- Identify opportunities to directly share and promote CBSR expertise to member companies
- Contribute to the planning, development and support of the member services team

Advisory services

- Lead sales conversations to identify and scope specific advisory services opportunities
- Develop proposals that address opportunities and outline high impact ways that CBSR can provide service
- Lead and coordinate project teams made up of staff from different disciplines and different seniority levels across the organization and outside of the organization
- Manage all aspects of large projects, including overall and day-to-day management of advisory service project teams, partners and associates
- Develop CBSR perspectives and value added tools, service lines and products to assist the deepening of CSR commitment and practice in our member companies

Member development

- Use sector expertise and networks to identify new member prospects for CBSR
- Identify and nurture key contacts (senior, CSR budget decision makers)
- Develop prospect sales material and presentation based on knowledge of sector
- Lead and attend relevant prospect meetings

Relationship management

- Build high impact, trusting and valued relationships with CBSR's members at senior levels of their organization, to meet their needs and deliver CBSR products and services
- Identify, scope and champion opportunities for strategic partnerships with stakeholders, including industry partners, non-member companies, consultants and other subject-matter experts

POSITION REQUIREMENTS

- Demonstrated excellence and achievement in project management, sales, consulting, and business development
- Minimum 3 years experience managing high performing individuals as part of a small team
- Minimum 5 years experience related to a CSR industry or functional area
- A post-secondary degree in a related field and 5-8 years of relevant experience
- Knowledge of and experience in the oil, gas and/or mining industries
- Highly motivated and effective team player
- Familiarity with the network of leading stakeholders in the CSR community
- Excellent written and oral communication/presentation skills
- High ethical professional standards and values
- Fluency in Spanish is an asset

PROMOTING DIVERSITY

CBSR is an equal opportunity employer and is committed to a diverse workforce. We actively seek to recruit people with diverse backgrounds, experiences and perspectives reflecting the full diversity of our economy and society.

COMPENSATION

Compensation is competitive and commensurate with skill, knowledge and experience level and the constraints of a non-profit business organization with a bonus and excellent benefits program in place.

TO CONTACT US

Please e-mail your cover letter and resume by September 10, 2010 to the attention of:

Azar Pourian

applications@cbsr.ca

Please ensure you include 'Senior CSR Advisor-Extractives in the subject line of your email.

No phone calls please, e-mail your questions or inquiries. CBSR will only contact applicants short listed for the position. Let us know how you heard about the position.

Thank you for your interest in CBSR. To learn more about us, please visit our website at www.cbsr.ca.