



Position Opening: CEF Associate Director

Location is flexible to anywhere in the U.S.

About CEF

CEF is an invitation-only senior executive network comprised of Fortune and Global 500 companies spanning two dozen industries with combined revenues over \$3 trillion. We provide a year-round neutral, pre-competitive space for influential executives to exchange best practices, collaborate, and incubate new ideas to drive sustainable value creation and innovation. Our members are senior-level executives across multiple business functions including Chief Sustainability Officers as well as senior leaders in Strategy, Finance, Supply Chain, Information, Technology, R&D, Operations, and Marketing.

Position Summary

The CEF Associate Director is an integral part of CEF's small, "all hands on deck" team with primary responsibility for leading information and research-related efforts. Reporting to CEF's Executive Director, the Associate Director collects, organizes, analyzes, produces, and disseminates corporate sustainability-related information to enhance CEF's ability to serve its members and advance its mission. His/her work is vital to maintaining CEF's role as a premier, trusted filter of key news, research, trends for members; to enabling CEF to organize best-in-class meetings and programs that substantially advance practical corporate sustainability knowledge and action; and to ensuring that CEF remains a leading connector, broker, and catalyst of impactful work that builds on, not reinvents, important existing efforts.

Key Responsibilities

- Serve as Editor-in-Chief and produce CEF's flagship weekly publication, *The CEF Weekly Briefing*. Identify and summarize notable news stories, new research and tools to help members and fellow staff cope with the flood of sustainable business information; write and edit the *Briefing*; oversee publication and e-distribution (published every Monday at 6:00AM).
- Serve as Managing Editor for the "CEF Spotlight Blog." Propose and solicit new contributions; correspond with contributors; manage the publishing schedule; edit draft posts submitted.
- Oversee the production and dissemination to CEF members of the *The CEF Monthly Research Digest*.
- Assist the CEF Executive Director and Chair in strategic planning and preparation for virtual and in-person meetings. Advise in the building of agendas; help compile and analyze information; and develop preparatory materials as needed.
- Track and summarize notable CEF member accomplishments and goals
- Oversee the production of practical, accurate summaries of key insights and takeaways from meetings.
- Oversee timely and accurate dissemination of information to CEF members, including updates, publications, meeting invitations, member-to-member communications, meeting preparatory materials and follow-up.

- Perform ad hoc desk research on important corporate sustainability-related trends, best practices, collaborative initiatives, as well as gaps and opportunities in key areas to inform the scope and quality of CEF dialogues and collaborative efforts.
- Respond proactively to members' ad hoc information needs and requests, drawing on accumulated knowledge, CEF's information resources, and additional research as needed.
- Oversee the organization of archival information to build institutional knowledge and enable CEF to draw on its information resources when needed in a timely, efficient way:
 - Oversee daily efforts to keep member information updated, organized, and easily accessible to staff.
 - Oversee weekly efforts to keep private CEF Member Center information updated and effective for members, including: updating members' notable accomplishments and goals; updating archives of key tools, resources, and CEF publications.
 - Drive and improve strategy to improve the efficiency of the above, and to track key information/research.
- Oversee public-facing web and social media presence:
 - Oversee timely updates of CEF website, including the *CEF Weekly Briefing* archive, CEF Spotlight Blog entries, new member sustainability reports, and other relevant information.
 - Oversee Twitter presence, including: weekly Tweets to promote *CEF Weekly Briefing*; new CEF Spotlight Blog posts; notable new member news and announcements.

Qualifications

- Education/training and/or work experience in corporate sustainability.
- Relevant professional experience with progressive responsibilities in roles.
- An understanding of the corporate sustainability landscape and a passion for becoming expert.
- Excellent interpersonal skills, strong initiative and motivation.
- Superb active listening skills and ability to take accurate, detailed notes.
- Outstanding written communication and research skills.
- Outstanding organizational and project management skills, with sharp attention to detail.
- Ability to work both independently and as part of a tight-knit team.
- Desire to work remotely; demonstrated capacity to be proactive and self-manage.
- Proficient with a variety of computer applications, with high aptitude for learning new software. Candidate will need to become proficient in several applications including FileMaker, WordPress, WebEx, Mailchimp, SurveyMonkey, and others.
- Willingness to travel as needed to accomplish duties noted above.
- Meeting facilitation and public speaking skills desirable.

To apply

Please send a letter explaining your interest in the position along with a resume to CEF Executive Director Amy O'Meara: amy@corporateecoforum.com.

For additional information please visit our website at www.corporateecoforum.com