



Assistant Corporate & Stakeholder Engagement

Start Date: ASAP, 40 hrs p/w. (€ 26,500 / € 28,000 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.

In this role you will be able to perform a wide range of tasks in support of the C&SE Team. You will contribute to relationship management, program management, fundraising and events. You will provide excellent standards in customer service to our GRI Community (members), and complete administrative tasks related to reporting, and finance with accuracy.

Furthermore, you will assist the Director C&SE and/or team members in administrative tasks following instructions and procedures, using excellent planning and organizing skills.

Job Specific Responsibilities

- Handles all basic enquiries from GRI Community members and potential new members, including management of the team inbox and supporting the invoicing process
- Supports internal and external meetings and events, in the Netherlands and abroad - preparing agendas, presentations and other documents, organizing venues and logistics
- Coordinates and writes the GRI Community monthly newsletter based on provided input, including ad hoc dot mailer campaigns
- Maintains and improves the C&SE Team's public website pages, and private GRI Community website pages using CMS, and the C&SE Teams intranet pages on sharepoint
- Runs regular and ad hoc reports from CRM to support C&SE strategy planning with regular financial and progress reporting
- Assist Director with calendar management and maintains and updates relationship management system (CRM database) for the Director related contacts
- Completes fundraising research and prospect research to support team recruitment efforts
- Completes quarterly market intelligence research
- Other duties as requested.

Key Competencies / Requirements

- Fluency in English (spoken and written) and fluent in at least one further language
- 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, 15 August 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

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