

## Manager of Investor Engagements: Social Issues

### Overview

This is a unique opportunity for an early-career professional to be at the heart of responsible investment and corporate social responsibility, and build a strong foundation of knowledge and experience in this fast-moving area, as well as a network of contacts in the industry from all over the world. This position is an ideal springboard for a career in the intersection between business, investment and society. There will be opportunities for international travel.

The PRI Engagement Clearinghouse team is responsible for coordinating investor collaborations on shareholder engagement activities with companies and policy makers through a web-based forum and direct collaborative activities. The successful candidate will be expected to proactively develop, support, coordinate and facilitate signatory collaborations on social issues related issues. Existing initiatives focus on responsible business and conflict, human rights, indigenous rights, labor standards, gender diversity, cluster munitions and arms trade. Other team members coordinate investor dialogue on environmental and corporate governance issues.

**Location:** London

**Duration:** Permanent role

**Start date:** ASAP

**Remuneration:** Competitive for not for profit space plus benefits

### Job description:

The role involves:

1. Promoting within the PRI signatory base collaborative proposals on the Clearinghouse website related to social issues.
2. Supporting key existing collaborative engagements through the coordination of conference calls and meetings with signatories.

3. Tracking ongoing progress and activities related to existing collaborative engagements through the application of the PRI evaluation framework.
4. Proposing and organizing online seminars focused on social issues.
5. Collecting and coordinating relevant research to support signatories in their collaborative activities.
6. Liaising and collaborating with other investor networks and initiatives focused on social issues
7. Responding to queries by signatories about Clearinghouse activities and outreaching non active PRI signatories to involve them in Clearinghouse collaborative engagements.

**Requirements:**

- Degree in a field related to responsible investment and/or corporate social responsibility
- Relevant work experience in responsible investment and/or corporate social responsibility of at least 2-4 years
- Knowledge and understanding of shareholder engagement activities
- Ability to relate to and engage with a wide range of investment professionals from different regions
- Ability to learn quickly
- Attention to detail
- Good working knowledge of relevant IT (e.g. Excel, Word, Power Point and Salesforce)
- Excellent verbal and written communications skills
- High level written English ('Plain English' style), and ideally one other language relevant to financial markets. Writing, editing and proofreading skills will be viewed positively.
- Well organised and reliable
- Willing to conduct conference calls in different time zones where necessary (not a typical 9-5 job)
- Home broadband and PC with Skype
- Ability to work well in teams and get on with people
- Tact and diplomacy

- 
- Must have the right to work in the UK

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by UN Secretary-General Kofi Annan, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance (ESG) issues into investment processes and ownership practices. The Principles are supported by a Secretariat that promotes the PRI and provides implementation support to signatories.

See [www.unpri.org](http://www.unpri.org)

Please send your CV and covering letter explaining why you are suited for this position to Simone Awramenko at Acre using the e mail address [unpri@acre-resources.com](mailto:unpri@acre-resources.com). Please attach your covering letter as a separate document, rather than in the email text. Interviews will be held late January and February. Closing date is 31<sup>st</sup> January 2012.