

## Project Manager, Corporate Citizenship

### Position Overview

The Project Manager, Corporate Citizenship is an innovative leader in the development and execution of social responsibility programs in a corporate environment. Responsible for working with C-suite executives in a Fortune-500 environment, this role is responsible for leading the development and execution of programs on behalf of ITFO's clients. This includes researching and developing innovative programs, executing programs, and monitoring results.

### Primary Responsibilities

- Lead corporate citizenship projects by identifying customer needs, conducting research, developing programs, executing programs and monitoring results, while maintaining timelines and budget commitments
- Establish and maintain up-to-date awareness and familiarity with clients' industries and market sectors
- Provide intelligent, savvy counsel to clients about their corporate citizenship programs
- Build, maintain and optimize client relationships by anticipating needs and articulating and delivering best-in-class, innovative programs

### Qualifications

#### Required:

- Relevant post-secondary education
- Demonstrated understanding of key trends driving global corporate social responsibility programs
- Significant experience developing and executing social responsibility programs
- Demonstrated experience measuring social value
- Experience with non-profit organizations
- Experience with social media strategy, metrics and management tools (LinkedIn, Twitter)
- Experience creating communication strategies in a corporate environment
- Project management skills
- Proven self-starter with a strong hands-on orientation
- Proven ability to collaborate cross-functionally, diplomatically, and professionally across all levels of complex organizations, both internally and externally
- Proficiency in the Office suite of programs

#### Nice to have:

- Experience with Microsoft Teams
- Experience working in a remote/dispersed team environment
- Attention to detail (proofreading/editing)
- Adept at learning new software

This is a full-time contract role with the potential to transition into an employee role with benefits. To apply for this position submit a resume and cover letter—or to ask questions—please contact: [careers@itfo.ca](mailto:careers@itfo.ca)