

Forum for the Future US

Job Title: Associate Director

Reports to: Director, Forum for the Future US

FLSA Status: Exempt

We are seeking a progressive, creative and ambitious leader to join our team of sustainability change-makers in Brooklyn, NY. This role is an exciting opportunity to help accelerate our impact in driving systems change in the US. Among the focuses of the Associate Director is to grow our program of 1:1 partnerships with pioneering businesses and organizations that are working to transform the way we work, live and consume in support of a just and sustainable future.

About Forum for the Future

Forum for the Future is an independent, global non-profit with a mission to accelerate systems change for a just and sustainable future. We have a 21 year track record in partnering with pioneering companies who recognize that social and environmental issues are already shaping their business context today, and want to actively create the conditions for their future success. In addition to working with these organizations one on one, we bring companies, NGOs, government representatives and others together to create action-oriented coalitions on particularly urgent and complex sustainability challenges. Examples include [The Protein Challenge 2040](#), which is working to ensure we can feed 9 billion people with enough protein in the future; [Cotton 2040](#), which is working to mainstream sustainable cotton; and [The Net Positive Project](#), which is helping to create a movement of companies giving more back to society and the environment than what they take out. As a charity, we publicly share our learnings from this work through communications, events and our new School of Systems Change.

Forum is headquartered in London with additional offices in Brooklyn, Mumbai and Singapore. We operate as a global team, delivering both international and local projects.

Our US office is celebrating its seventh year, working with partners including Target, Hershey's, PepsiCo, and People Against Dirty, among others. We drive Forum's full strategy – from advising organizations on a 1:1 basis to driving wider collaborations, some of which are specific to the US market such as our [Beauty and Personal Care](#) program. In 2018, Forum for the Future US will be piloting the School of Systems Change which aims to equip emerging leaders with the capacity for transformational change, seed a global community of change makers and accelerate a sustainable future.

About the role

Reporting to the Director of Forum for the Future US, the Associate Director will help to manage our dynamic and creative team. Primary responsibility will be delivering and expanding our program of 1:1 advisory work with our US partners, with an emphasis on driving innovative and transformational strategies that will be successful in a variety of future scenarios. At least two members of the team will report into the Associate Director, although she/he will partner with the Director to support overall management and staff development.

Key responsibilities include:

- **Business development:** growing our advisory practice with US businesses, foundations and other organizations and expanding our reach and network.
- **Project delivery:** directing high quality sustainability projects with our partners that have a strong theory of change; apply futures, design and systems thinking; and demonstrate measurable outcomes and impact.
- **Partner management:** strengthening our offers to US network members, deepening our relationships and contributing to a dynamic community

- **Financial management:** helping ensure the US office, and each individual project, is meeting its financial goals and obligations.
- **Staff development:** contribute to a positive, values-led and learning culture, equipping the US team to deliver high quality advisory projects and meet their individual career goals and targets.
- **Resource management:** managing staff time across the US project portfolios. The Associate Director will also be in charge of creating an affiliate network that we can draw from for short term projects.
- **Thought leadership and external representation:** representing Forum and its work at key conferences, writing publications, and creating other opportunities to raise Forum's profile

About our ideal candidate

- You have **at least 10 years of experience** driving systems change for sustainable development outcomes within the private or non-profit sectors. Preference will be given to individuals that have worked in a consultancy capacity with business as part of this journey.
- You are **passionate** about enabling a just and sustainable future and have **ambitious, creative** and **innovative** ideas for getting there. You actively follow the latest innovations, trends, and signals of change that are getting us closer to that goal. Ideally you are a trained **futurist** or have applied futures-thinking to past projects.
- You have worked in at least one of the systems in which Forum for the Future US is actively driving change (food and agriculture, apparel, technology, retail and consumer products). You have an **extensive network** in these areas, and have a good understanding of what drives impact.
- You are **strategic**, able to diagnose complex sustainability problems and partner with the right people to drive solutions. You have **strong facilitation skills** to ensure you create a shared vision and strong buy-in along the way. Just as you craft strategy for individual projects, you are always looking for strategic solutions for the organizations you are a part of.
- You **enjoy business development**, and you are good at it. You feel at home at a sustainability conferences, brainstorming ideas about new projects, and ideally have a proven track record of turning these ideas into sustainable revenue.
- You have the unique ability to thrive in matrixed organizations as well as **entrepreneurial** environments - bringing the best of a global organization to a new, local market. You like the challenge of growing a small organization and don't mind getting your hands dirty.
- You have **strong financial and project management** skills with a proven track record of managing income and keeping projects to budget and on time.
- You have a strong track record of **managing teams**. People learn from you, but what they like best is that you are a supportive partner and accelerate their growth and impact.
- You don't mind **travel**. This role will take you across the US up to 25% of your time, though some international travel may also be required including Forum's annual staff meeting held in London.
- MBA graduates encouraged.

We look forward to meeting you!

To apply: please send your resume and a covering letter detailing how you meet the qualifications and experience to Helen Saunders at recruitment@forumforthefuture.org

Forum for The Future US values diversity and is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status or medical condition.