

Market Engagement Operations Manager

Location: Montreal, Quebec (Canada) (with flexibility to work from home regularly)
Duration: Permanent
Salary: Competitive, plus benefits
Hours: 40 hours per week

About the role

Team: Market Engagement
Reports to: Chief of Market Relationships

On 3 November 2021, the IFRS Foundation Trustees announced the creation of a new standard-setting board—the International Sustainability Standards Board (ISSB)—to help meet the demand from international investors for high-quality, transparent, reliable and comparable reporting by companies on climate and other environmental, social and governance (ESG) matters. The ISSB builds on the success of the IASB as well as the work of the Climate Disclosure Standards Board and the Value Reporting Foundation (formerly IIRC and SASB), which both consolidated with the IFRS Foundation in 2022.

Working hand in hand with the Chief of Market Relationships, the Market Engagement Operations Manager will ensure the various market engagement and earned revenue activities associated with the ISSB are well organised and high functioning. Market engagement activities include working with companies, investors, accountants/auditors and others to encourage participation in ISSB standard-setting activities and use of IFRS Sustainability Disclosure Standards and SASB Standards. Earned revenue activities include education, membership, licensing and events. Others in the Foundation will determine strategy; you will be key to ensuring it can be implemented smoothly via robust internal coordination and preparation. This is an exciting role for those who like to have a hand in a wide range of activities, who excel as a dot-connector and who thrive when using their organisational skills.

Key Responsibilities

Preparation for cross-functional meetings with ISSB board members and other staff

- Coordinate with Chief of Market Relationships on agenda and preparation materials for periodic internal meetings with ISSB board members, including the External Engagement Council, ISSB regional stakeholder engagement committees, and ISSB board meetings
- Lead meeting preparation by connecting with colleagues who have a role in preparing for relevant meetings to surface agenda for them and aggregate the materials (documents, slide decks, etc.) they will share before or during the meeting
- Support meeting effectiveness by taking notes during meetings, identifying follow-up actions, and tracking progress/completion status of follow-up actions

- Work with Chief of Market Relationships, ISSB board members, and other senior leaders to adapt and evolve meeting structure and processes as needed
- Manage agendas for a range of internal recurring group meetings, such as team meetings
- Support meeting scheduling when needed (primarily if attendees don't have admin support to lead the scheduling process)

Organising market engagement and earned revenue insights

- Track progress towards achieving strategic objectives
- Help develop and implement a process to identify where staff and Board is engaging with the market and with whom (a process that both regularly tracks market engagement and that supports reports and analysis of progress)
- Support broad market technical engagement, such as public consultations seeking comments from the public, as part of a team implementing an engagement plan
- Collect earned revenue information from colleagues and from CRM (Salesforce) to populate internal reports

Supporting market engagement and earned income objectives

- Surface ideas for improvements to enhance market engagement and earned revenue operations
- Leading or supporting various ad-hoc projects designed to achieve market engagement and earned income objectives
- Help in other ways as needed to ensure IFRS Foundation achieves its market engagement and earned income objectives

Skills, experience & qualifications sought

- Tremendous organisational skills and attention to detail
- Execution-oriented, able to get things done quickly and with excellent quality
- Strong process orientation; able to see how to improve things
- Strong project management skills
- Naturally collaboration oriented, with an excitement working in a cross-functional role
- Experience using a CRM (preferably Salesforce) to track staff/Board engagement with external audiences and to run reports
- Enthusiasm for entrepreneurial environments; comfort with fast-changing conditions – flexibility is important
- 2+ years of professional experience (Note that the most important qualifications are related to the skills mentioned above and good candidates could be either well established in their careers or newer in their professional lives)

To apply

Please send a detailed CV/résumé to recruitment@ifrs.org. Please include the following information or your application may not be considered:

- the job title/position you are interested in and the location of the job (in the subject line of your email); and
- covering email/letter detailing how you meet the specified role requirements and your salary expectations.

Closing date: Open until filled

Interviews are held via video conference as part of our standard international recruitment process. Due to the number of responses we receive, we are unable to respond individually to each application. If you do not hear from us within four weeks of the closing date you may assume that your application has been unsuccessful.