

Job Description:

Governance Associate

JOB TITLE: Governance Associate
JOB STATUS: Permanent, Full Time
SUPERVISOR: President
DATE: August 20, 2007
APPROVED BY: President, Executive Director

I. Job Summary

To support the mission of Brown Governance by providing exceptional consulting services to our clients both externally and internally. These services will include providing governance advice and training through delivery of consulting projects, training programs and written communications and reports.

“Making the world a better place by creating, redeeming and transforming governance and leadership around the globe by developing the world’s senior leaders and boards.”

II. Essential Duties and Responsibilities

The successful candidate will bring a unique combination of research, project management and communications skills. S/he will conceptualize strategic research issues and oversee projects of varying complexities, involving various methodologies. This position puts a premium on communications skills. The individual must be able to analyze and quickly translate information into key messages for senior executives and board members and decision-makers. The ability to write clearly and concisely is essential.

1. Provide direct consulting service to boards and senior executives as a trainer, facilitator and coach on governance issues
2. Increase positive relationships with clients, counseling with them on strategies to improve governance effectiveness
3. Manage timelines of various client projects, to ensure deliverables are on-time, within budget, of highest quality, and meet or exceed client expectations.
4. Initiate communication with clients on a regular basis to identify their needs, build strong relationships and deliver excellence in product and customer service.
5. Identify, develop and execute new business opportunities
6. Conduct governance training and deliver presentations to individual clients, at seminars, in webinars, conferences, business meetings, board meetings and via public speaking engagements
7. Provide clear, concise written reports to clients
8. Undertake research projects of varying size and scope involving qualitative and quantitative research methodologies
9. Identify current and future trends and needs in governance, which would initiate projects to develop tools (paper, electronic, etc) that meet those needs

10. Other projects and duties as assigned by the President and/or Executive Director

III. Reporting Relationships

- Reports to the President while maintaining a dotted-line relationship with Executive Director

IV. Job Specifications

A. Skills and Knowledge

- Solid business experience, with interest in and special knowledge of corporate governance
- A degree in management, business administration, economics or a related discipline
- 3+ years experience in research and communication of research findings
- Ability to write clearly, concisely and quickly
- Experience in public speaking and teaching
- Demonstrated understanding of quantitative and qualitative research methodologies
- Comfortable in working with numbers and using a wide range of data sources
- Experience in writing reports, using charts and tables and making presentations
- Exceptional interpersonal skills
- Proven success at business development
- Excellent project management skills
- Excellent computer skills in an MS Office environment (experience in SPSS is an asset)
- Marketing and partnership skills
- Bilingualism would be an asset

B. Physical/Mental Demands

- Ability to work independently or in a team environment
- Self starter and proactive initiative
- Able to balance changing priorities and multiple tasks simultaneously
- Attention to detail and analysis
- Creative and strategic thinker
- Ability and willingness to travel (possibly for extended periods of time)
- Commitment to the mission statement of Brown Governance

Interested in this position? Send your resume attention to:

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