

WHO does WHAT at ICCR?

The 2011 Edition: A helpful guide for members and friends.

Management Team:

Laura Berry

Executive Director

212-870-2294 lberry@iccr.org

- Strategic lead in planning, development and implementation of mission.
- Responsible for evaluation and assessment of strategic initiatives.
- Oversight of day-to-day operations including budget and fiscal matters.
- Responsible for staff management, capacity building and performance evaluations.
- Responsible for fundraising, new product development and membership growth.
- Lead external representative for organization and its mission.
- Primary contact for Governing Board.
- Performance evaluations lead for all staff.
- Supervision of Management Team, Directors and Executive Assistant.
- Member of Development, Outreach and Program Teams.

Jacqueline Edwards

Deputy Director

212-870-2623 jedwards@iccr.org

- Primary responsibility for all organizational sustainability initiatives.
- Manage evaluation and assessment of programmatic work.
- Manage public outreach efforts.
- Oversight of technology and web-based platforms.
- Lead community capacity building initiatives.
- Primary backup for Executive Director.
- Supervision of Associate and Assistant staff.

Gail Shamilov

Director of Finance & Administration

212-870-2926 gshamilov@iccr.org

- Primary responsibility for all financial and accounting functions.
- Fund oversight for operating budget.
- Manage day-to-day fiscal operations of ICCR.
- Lead purchasing/contracting contact.
- Lead Audit representative.
- Provide backup support for other management team members.
- Preparation and maintenance of financial reports, analysis and policy documents.
- Oversight of administrative projects.

*Future Management Team Position
Development Director*

Program Team Members:

Gary Brouse
Program Director
212-870-2316 gbrouse@iccr.org

- Provide programmatic direction to develop and implement coalition members' priority issue. Action Plans including: expertise, leadership, direction, research and coordination. Advises and assists coalition leaders in coordinating implementation while devising strategies to meet specific goals.
- Provide input on action plans for corporate issue engagement for priority issues including; Access to Healthcare, Financial Practice and Risk and Environmental Health to further consistency, strategic focus and identify gaps and develop resources.
- Coordinates the research activities and oversees writing of shareholders resolution process.
- Develops internal teams to support organizational growth in resource development and capacity building.
- Selects, initiates, and develops key working partnerships to provide specific or technical backup on shareholder issues.
- Networks with local, national and international institutions and organizations to further ICCR's strategic goals and priorities.
- Staffs Committees pertinent to job description.
- Develops evaluation methodologies to monitor and assess progress of shareholder actions. Documents, impact through written reports, formal convening and public presentations.

David Schilling
Program Director
212-870-2928 dschilling@iccr.org

- Provide organizational leadership in the development of action plans for emerging strategic issues including: Sustainable Food Systems and Water. Works with member leaders to develop the organizational action plan for cross-sector engagements related to the Retail Industry.
- Provide input on action plans for corporate issue engagement for priority issues including; Access to Healthcare, Financial Practice and Risk and Environmental Health to further consistency, strategic focus and identify gaps and develop resources.
- Coordinates the research activities and oversees writing of shareholders resolution process.

- Develops internal teams to support organizational growth in resource development and capacity building.
- Selects, initiates, and develops key working partnerships to provide specific or technical backup on shareholder issues.
- Network with local, national and international institutions and organizations to further ICCR's strategic goals and priorities.
- Staffs Committees pertinent to job description.
- Develops evaluation methodologies to monitor and assess progress of shareholder actions. Documents, impact through written reports, formal convening and public presentations.

Nadira Narine
Associate Program Director
212-870-2275 nnarine@iccr.org

- Coordination/facilitation of programmatic work through topic research, communication with ICCR members, coordination of meetings, and support services such as creating presentations.
- Maintains program-related research files, databases and website materials.
- Prepares and assist with preparation of reports, summaries, fact sheets, articles, charts, etc. that contribute to program development.
- Provides data analysis and research needed for program development and coordination and for the enhancement of programmatic structure.
- Develops connections/relationships with internal (ICCR Members/ Institutions) and external (NGO, CSOs, et.) coalition members.
- Services as main contact point between prospective interns and ICCR leaderships
- Develop, promote and coordinate ICCR internship program.

DeLisa White
Program and Finance Assistant
212-870-2599 dwhite@iccr.org

- Supports coordination and facilitation of the work of ICCR's Program Team including; coordination and staffing of all issue-oriented meetings and providing appropriate support services including preparation of collateral and maintaining accurate records of processes.
- Coordinates educational meetings for all ICCR audiences with Program staff and Member Relations Associate.
- Maintains shareholder action data base.
- Facilitates electronic and manual posting and distribution of program related materials as required.
- Produces graphic materials for ICCR projects
- Staffs internal meetings including coordination and note-taking as appropriate.
- Supports Director of Finance and Administration with financial record keeping and deposits.

Future Program Team Positions
Program Director #3; Associate Program Director #2 and #3

Outreach and Development Team Members:

Susana McDermott
Communications Director
212-870-2938 smcdermott@iccr.org

- Develops and implements communication plan to work with ICCR member organizations, other faith-based institutions and non-governmental organizations.
- Creates publications and educational materials that speak to a wide range of faith traditions regarding ICCR priorities, including environmental, social and governance issues.
- Assists in the preparation and management of the organization's communications budget.
- Coordinates outreach strategy to mobilize and support local activism for ICCR "grass roots" campaigns.
- Coordinates the implementation of ICCR's strategic plan through public relations, media and publications efforts.
- Works with ICCR staff and management to develop and maintain a robust Web presence, with particular emphasis on social networking and emerging technologies.
- Evaluates communications strategy in light of resources and commitments, including current and future grant funded initiatives.

Julie Wokaty
Publications and Website Specialist
212-870-2318 jwokaty@iccr.org

- Supports the editing and production of all ICCR-branded publications including; the Corporate Examiner, The Proxy Resolution Book, The Proxy Voting Guide and ICCR branded reports.
- Oversee maintenance of the website which includes public interface, member interface and the database.
- Maintains electronic filing of photo library for ICCR.
- Provides technical support to maintain accurate internal databases including staff information and external proxy voting platforms.
- Supports EthVest subscription sales.
- Supports development of collateral, newsletters and other written and digital content under the supervision of Director of Communications.

Allison Lander
Member Relations Associate
212-870-2984 alander@iccr.org

- Services as liaison between the ICCR membership and other members as well as staff to answer membership request, provide membership services and address problems or concerns. Maintains relational database on all member contacts to deliver services to existing membership base while facilitating membership growth.
- Supports an inclusive environment to build a diverse membership through recruitment practices as well as programs and services to broaden ICCR's membership.
- Logistical lead for annual "ICCR Special Event."
- Develops and facilitates new member orientations and training. Maintains a new member orientation manual as well as other collateral needed and facilitates orientation sessions.
- Supports major donor cultivation and outreach, acting as liaison to Senior Staff and ICCR Program Staff donors. Works closely with Development/Finance Associate to coordinate outreach and support effort.
- Supports Director of Finance and Administration by invoicing members for dues and monitoring progress on quarterly membership billings to ensure retention and revenue goals are met.
- Maintains member contact information.

Future Outreach and Development Team Member
Development and Grant Research Associate

Office Administrative Support Team:

Victoria Moilan Bellomo
Office Coordinator and Network Administrator
212-870-2293 vmoilan@iccr.org

- Coordinates ICCR Office logistics Maintenance of administrative back-up systems.
- Supports with TIC Building Offices for needed services, including vendors and contractors.
- Maintains Local Area Network including troubleshooting computer & network issues.
- Coordinates technology and supply purchases including hardware, software, licensing, updates and renewals.
- Coordinates Annual General Meeting Coordinator with AGM host.
- Maintains clear files, purchase documentation, office keys.
- Shares responsibilities of the general mail distribution, answering the general ICCR telephone number, & filling general literature orders with the Executive Assistant.

Linda Williams
Executive Assistant and Subscription Coordinator
212-870-2936 lwilliams@iccr.org

- Provides administrative work for Executive Director and other management team members as needed: maintain calendar, schedule appointments, coordinate travel itinerary, maintain contacts, maintain call log.
- Coordinates Corporate Examiner billing, mailing, printing, and reporting.
- Assists the Publications and Website Specialist with Subscriber Service mailings.
- Coordinates on-site member meetings and off-site gatherings of the Board, including internal staff meeting with note-taking as appropriate.
- Maintains ICCR lists including; Outlook email groups, Governing Board and Standing Committees and ICCR internal staff lists.
- Fills literature orders
- Shared responsibilities of the general mail distribution, answering the general ICCR telephone number, & filling general literature orders with the Office Coordinator.