

# WHO does WHAT at ICCR?

The 2009 Edition: A helpful guide for members and friends.

## Management Team:

Laura Berry

Executive Director

212-870-2294 [lberry@iccr.org](mailto: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.

Kermit “KC” Burton

Deputy Director

212-870-2317 [kcburton@iccr.org](mailto:kcburton@iccr.org)

- Primary responsibility for all organizational sustainability initiatives.
- Manage evaluation and assessment of programmatic work.
- Manage public outreach efforts.
- Oversight of communications platform.
- Lead community capacity building in initiatives.
- Primary backup for Executive Director as needed.
- Supervision of outreach staff.

Sal Jordan

Director of Finance & Administration

212-870-2926 [sjordan@iccr.org](mailto:sjordan@iccr.org)

- Primary responsibility for all financial and accounting responsibilities.
- Fund oversight for operating budget.
- Manage day-to-day fiscal operations of ICCR.
- Lead Audit representative
- Provide backup support for other management team members as needed.
- Preparation and maintenance of financial reports, analysis and policy documents.
- Supervision of administrative staff.

## Program Directors:

Gary Brouse

Program Director-Policy & Governance

212-870-2316 [gbrouse@iccr.org](mailto:gbrouse@iccr.org)

- Research and analyze risks associated with economic and business regulatory systems
- Identify Key Performance Indicators and assist in the development of improved assessment tools for evaluating corporate regulatory compliance and corporate policy development that serves broader society.
- Support membership's efforts to develop organizational policies to clarify and refine ICCR initiatives.
- Outreach to consultants, governmental regulatory agencies, policy offices, NGOs, legislators, foundations, tribal governments, and communities to develop and maintain alliances furthering Corporate Social Responsibility efforts in line with ICCR's strategic objectives.

Leslie Lowe

Program Director-Environment and Energy

212-870-2623 [llowe@iccr.org](mailto:llowe@iccr.org)

- Research and analyze business risks associated with corporate environmental externalities.
- Identify key environmental performance indicators.
- Advocate for improved corporate sustainability reporting using KPIs and assessment tools.
- Support member dialogues and other forms of engagement with corporations.
- Write papers and commission research on environmental and SRI issues.
- Outreach to academics, consultants, NGOs, foundations and other organizations to form partnerships and alliances to further ICCR's work and strategic objectives.

David Schilling

Program Director-Human Rights and Resources

212-870-2928 [dschilling@iccr.org](mailto:dschilling@iccr.org)

- Develop resources on human rights for cross-sectoral strategies and engagements with corporations.
- Identify tools to measure progress of companies and sectors on the implementation of comprehensive, transparent human rights policies and practices.
- Research and analyze ethical and social sustainability themes and trends.
- Advocate systemic solutions to social and environmental abuses in global supply chains.
- Network with a range of US and global allies—institutional investors, faith-based institutions, NGOs, trade unions, US Governmental agencies, international institutions—to further ICCR's strategic goals.
- Speak on human rights, supply chain accountability and CSR issues to universities, conferences, international institutions, industry/sector initiatives and the media.

### **Program Associates:**

Nadira Narine  
Associate Program Director  
212-870-2275 [nnarine@iccr.org](mailto:nnarine@iccr.org)

- Support for program staff in areas of research/resource development, analysis and networking.
- Prepare for, attend and report on program related meetings, corporate dialogues, conferences, educational sessions.
- Prepare, or assist with preparation, of research, including reports on shareholder actions, ESG and SRI issues, corporate and industry profiles, etc. that contribute to program development.
- Provide analysis needed for program development and coordination.
- Nurture connections/relationships and/or partnerships with internal and external institutional constituencies.
- Develop and coordinate ICCR internship program.

### **Program Support:**

Brianne Jacobs  
Program Support Coordinator (Part Time)  
212-870-2938 [bjacobs@iccr.org](mailto:bjacobs@iccr.org)

- Manage, update and provide member support for the Google Groups and Members' Site.
- Database: research filing dates, maintain updates and provide member support.
- Program Staff Admin: Coordinate Meetings, Take Notes, Coordinate Travel, Coordinate Hiring, other Misc.
- Feb, AGM & Sept Meetings: Coordinate Program Meetings.
- Feb & Sept Meetings: Facilitate with AIT.
- Provide editing and research support for Program Directors' Papers, Presentations & PowerPoints.
- Provide support for management's Project-Based Work.

## **Institutional Capacity Associates:**

Allison Lander

Member Relations Associate

212-870-2984 [alander@iccr.org](mailto:alander@iccr.org)

- First point-of-contact all membership requests.
- Liaison between staff and membership.
- Responsible for follow up and tracking new membership requests.
- Continuous outreach to potential new members.
- Coordinates member capacity building
- Maintains member contact information.
- Coordinates and distributes relevant member communication, including member invoices.

DeLisa White

Development and Finance Associate

212-870-2599 [dwhite@iccr.org](mailto:dwhite@iccr.org)

- Support for resource development/fundraising programs such as; grant research, grant proposals, cultivation events, direct and e-mail appeals, internet marketing.
- Coordination of Advocate program, including composition and distribution of Advocate eNewsletters and Campaign electronic Action Alerts.
- Maintenance of all written donation/sponsorship acknowledgements and tax receipts.
- Coordinate graphic design for outreach collateral
- Support Director of Finance with financial recordkeeping and bank deposits.

Julie Wokaty

Publications and Website Specialist

212-870-2318 [jwokaty@iccr.org](mailto:jwokaty@iccr.org)

- Coordinate all aspects of the production of The Corporate Examiner, The Proxy Resolutions Book, ICCR's Subscriber Service, and ICCR's Members Minute.
- Develop and maintains ICCR's web site, consistent with the goals of ICCR.
- Develop and maintain photo library for ICCR.
- Co-design and maintain ICCR's staff, member, and EthVest databases.
- Coordinate EthVest subscription sales.
- Track and analyze ICCR news coverage and fields journalist inquiries; creates and posts member surveys and event registration.

## **Administrative Support:**

Victoria Moilan Bellomo  
Office Coordinator and Network Administrator  
212-870-2293 [vmoilan@iccr.org](mailto:vmoilan@iccr.org)

- Oversight of ICCR Office logistics Maintenance of administrative back-up systems.
- Liaison with TIC Building Offices for needed services, including vendors and contractors
- Maintenance of Local Area Network including troubleshooting computer & network issues.
- Coordinates technology purchases including hardware, software, licensing, updates and renewals.
- Annual General Meeting Coordinator with AGM host.
- Maintaining clear files, purchase documentation, office keys.
- Shared 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](mailto:lwilliams@iccr.org)

- Administrative work for Laura Berry and other management team members as needed: maintain calendar, schedule appointments, coordinate travel itinerary, maintain contacts, maintain call log.
- Coordination of CE billing, mailing, printing, and reporting.
- Assist the Publications and Website Associate with Subscriber Service mailings.
- Coordination of on-site meetings
- Maintain ICCR lists including; Outlook email groups, Governing Board and Standing Committees and ICCR internal staff lists.
- Fill literature orders
- Shared responsibilities of the general mail distribution, answering the general ICCR telephone number, & filling general literature orders with the Office Coordinator.