

From Lou Melillo: [lou.melillo@targetedtalent.net](mailto:lou.melillo@targetedtalent.net); 866-960-0104

I have a colleague that is looking for a Corporate Responsibility Manager for a temp role while someone is out on maternity leave for a large clinical lab located in Secaucus. The timing is from mid-March through August. Be an integral member of the Inclusion & Diversity and Corporate Responsibility Department. Support development and implementation of overall ESG & CR strategy. Below is the complete job description for the full time role, which should provide a good overview of the position requirements. Please reach out to me for additional information.

### **Quest Diagnostics**

#### **Job Description**

**Title: Corporate Responsibility (CR) Manager**

Reports to: Director, Corporate Responsibility (CR) & Environmental, Social, Governance (ESG)

Location: Secaucus, NJ

#### **Purpose Statement:**

As an integral member of the Inclusion & Diversity and Corporate Responsibility (I&D & CR) Department, the CR Manager will support the development and implementation of overall ESG & CR strategy, specifically national partnerships, rankings and benchmarking, strategic philanthropy, employee volunteerism and I&D and CR communications.

#### **Key Accountabilities**

- Manage external partnerships with nonprofit partners to increase market presence, improve reputation and build business relationships. Track impact of partnerships and report to stakeholders.
- Manage key internal stakeholder relationships with commercial, marketing, and clinical franchises to leverage CR Partnerships and other collaborations to drive growth.
- Lead and manage Rankings & Benchmarking strategy by coordinating with Subject Matter Experts (SMEs) to complete surveys and rankings applications including Dow Jones Sustainability Indexes, Diversity Inc., HRC CEI and CECP's Giving in Numbers.

- Support on the development of the annual I&D & CR report including working with key SMEs to compile data and content to effectively tell Quest's story.

- Work with Investor Relations and Corporate Secretary to respond to investor questions about CR & ESG.

- Proactively recommend and implement enhancements to community and CR programs.

- Manage employee giving programs including Matching Gifts and Dollars for Doers and develop annual calendar for activation.

- Develop and integrate communication and marketing (including internet, intranet, and social media) efforts across related initiatives to ensure exposure and alignment.

- Assist in planning and implementing national and local I&D and CR initiatives and events, as necessary.

- Collaborate with EBN's on programs and initiatives as appropriate.

- Serve as an ambassador and SME on issues related to ESG/CR.

- Support in other areas of ESG and CR strategy and management as needed.

### **Job Requirements**

Incumbent should possess the knowledge, skills and experience usually obtained by:

- 5-7 Years Corporate Responsibility Experience

- Business Acumen

- Ability to align Inclusion & Diversity & Corporate Responsibility goals with business objectives

- Demonstrated ability to interact, manage & influence at all levels of the organization

- Ability to make sound business decisions

- Professional, personable, and poised, with demonstrated ability to manage and prioritize

- Ability to organize and analyze data, detect, and correct errors, interpret and report results

- Attention to Detail

- Creativity, resourcefulness, and insight

- Strong leadership

- Excellent communication skills

- Experienced at project management and able to manage multiple projects simultaneously

**Competencies:**

Action-oriented, Organizing, Dealing with ambiguity, Customer Focus, Problem Solving, Organization Savvy