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Job Description – [Insert Title]

✅ Company

[This is the standard paragraph about your company that should appear on all job descriptions. Highlight what you do, the social/environmental impact potential you have, and anything that makes your company special. Use phrases like "the leader in …." and "fast-growing" to attract like-minded candidates. If you've won any awards, mention them here. Link to your website.]

Title: **Report to:**   **Location:**

✅ Opportunity

[This is a paragraph. It's a clear, crisp description of the main responsibilities of the role – i.e. the 2 or 3 most important things he/she would be in charge of. Share what's exciting about this role (e.g., to scale a business unit) – and the 2-3 most important characteristics you need this person to have. Let your company's personality shine through, in your tone and language.]

✅ Responsibilities

[List the main responsibilities of this role. You don't need to list everything! Focus on the top 5-6 things that are critical for this person to lead. Start them all with a verb]

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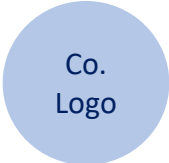
✓ Skills and Experiences

[List top 5-6 skills or experiences that are absolutely critical for this person to have. Only 5-6! Skills are things like "communication skills", "problem-solving skills" or "financial analysis skills". Experiences are things like "10 years of sales experience" or "experience managing a P&L"]

✓ Mission & Values (or Vision & Values)

[Candidates want to connect with something bigger that gives them purpose. By sharing your vision, mission and values, you emphasize the importance of culture at your organization. You can also check during the interview process if your candidates refer to them!]

✓ Inclusion

[Always include a positively-phrased inclusion statement to affirmatively state your commitment]

✓ Apply

[be clear on how to apply and by when]