



WILLIAM GRANT & SONS

## ROLE PROFILE

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| <b>Job Title</b>   | <b>Business Acceleration Manager</b> |
| <b>Business Unit / Group Function</b>  | ODC                                  |
| <b>BU Team / Sub-Function</b>  | Marketing                            |
| <b>Location</b>  | New York, NY Office                  |
| <b>Team Leader</b>   | Chief Marketing Officer USA          |
| <b>Team Members</b>  | Yes                                  |
| <b>Job Level</b>   | 4A                                   |
| <p><b>Role Purpose</b></p> <p>The Business Acceleration Manager acts as the “right-hand” to the CMO USA ODC and Leadership Team, charged with the responsibility of managing and delivering strategic initiatives across the division. This role works collaboratively on cross-functional projects across all verticals within CMO USA ODC and serves as the key communication and conduit with US and global leadership and stakeholders on behalf of the CMO USA ODC and the leadership team.</p>   |                                      |
| <p><b>Accountabilities</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Program Management:</b> Lead the orchestration and follow-through of division-wide strategic initiatives and marketing transformation programs. Track progress of major projects and initiatives, ensuring delivery against defined timelines and KPIs. Connect the dots across the marketing ecosystem to drive consistency, collaboration, and visibility.</li> <li>• <b>Executive Operations:</b> Manage and optimize the CMO’s agenda, ensuring time is aligned with the most pressing strategic needs. Prepare pre-reads, briefing materials, speaking points, and follow-ups for executive meetings and key external/internal engagements. Serve as a proxy or extension of the CMO in select cross-functional meetings, ensuring aligned communication and follow-up.</li> <li>• <b>Leadership Team Coordination:</b> Organize and facilitate leadership team meetings, offsites, and quarterly business reviews—setting agendas, capturing decisions, and tracking actions. Drive alignment across leadership by ensuring communication, decision-making, and priorities are synchronized.</li> <li>• <b>Organizational Effectiveness:</b> Identify pain points, operational inefficiencies, and gaps in coordination across teams; recommend and implement improvements. Partner with HR and Finance to support workforce planning, budget tracking, and capability building within the marketing function.</li> <li>• <b>Communications &amp; Stakeholder Engagement:</b> Create compelling presentations, internal newsletters, and communication materials to articulate the CMO’s vision and progress against strategic objectives. Act as liaison between the marketing organization and other functions (Sales, Innovation, Finance, Legal, etc.) to ensure fluid collaboration.</li> <li>• <b>Special Projects:</b> Lead or support special cross-functional projects, competitive reviews, or market analyses that inform marketing strategy. Support M&amp;A assessments, agency reviews, or brand architecture decisions as needed.</li> </ul> |                                      |