



POSTING TITLE: Coordinator, Data Analyst,

LOCATION: New York, NY

POSITION SUMMARY

The United Nations Sustainable Development Goals (SDGs) are the collective plan of global commitments required to end extreme poverty and hunger, tackle climate change and create a more socially inclusive world by 2030.

This is a significant multi-stakeholder effort which cannot be delivered by Governments and Civil Society alone. The actions, innovations and finances of the private sector are critical to our ability to deliver.

Businesses are increasingly aware of the challenge. A new survey* shows that sustainability is one of the top 3 “most concerning issues in terms of business strategy.” 65% of CEOs highlight ‘progress towards inclusive growth/sustainability’ as a major concern, just behind ‘keeping up with technology competitiveness’ at 77% and far ahead of ‘employee hiring and retention’ (31%); traditionally a major concern.

The survey also finds that CEOs are keen to enact the agenda around the SDGs; with fully 92% of respondents saying they support the SDG agenda. The issue remains how they carry out that mandate. Just 17% believe they currently have programs in place to help achieve the goals. Squaring the need to serve multiple stakeholders remains a challenge.

This is where the UN Global Compact comes in. We are the world’s largest corporate sustainability initiative with over 14,000 participating companies in 163 countries, and 70 Local Networks around the world. We enable and support companies across all sectors, geographies and sizes in their efforts to help meet the SDGs. Today fully 80% of participating companies have activities to advance the SDGs.

But we are an ambitious team, energized behind our mission of mobilizing a global movement of responsible companies and organizations to create the world we want. And we want to do much more. We need many more companies to join us in this mission to create the world we all want.

So we are building up a team of professionals supported by digital enablers to help reach out and engage more companies. The Data Analyst role will report to the Marketing Insights Manager and steward and lead data analysis and management for the Outreach and Engagement team, enabling us to manage our data professionally and better engage companies. In addition, this role will help support our insight practice, helping us to better understand companies needs so that we can enable them to succeed.

DUTIES AND RESPONSIBILITIES



- Steward of our O&E data governance and data privacy requirements; ensuring data accuracy, completion, reducing misinterpretation of data.
- Provides tracking analytics to O&E on tactics: marketing ROI and campaign performance, company follow-up, conversion, joiners
- Coordinate, support and execute the Net Promoter Score programme measuring company satisfaction
- Meets ad-hoc data requests from O&E team improving content and presentation material for prospect generation activities (webinars, talking points etc) – donor and company prospects.
- Analyze and report on marketing program effectiveness across a range of channels: website, email, SEO, referrals, social and develop unique stories from data for marketing and thought leadership.
- Owns the annual growth plan and monthly/quarterly/annual reporting cycle and forecasting
- Drives team efficiencies through Salesforce reporting/dashboard improvements

COMPETENCIES

Problem-solving and strategic thinking

- Delivers a strategic, cross organisational project as required
- Analytical thinker and experience in data-driven marketing
- Ability to carry-out projects from beginning to end.

Strong project management, multitasking, and decision-making skills

- Self-starter. Solid organizational skills including attention to detail. Results oriented attitude.
- Ability to manage multiple projects and priorities in a changing environment
- Proven critical thinking, decision-making skills, and problem-solving skills.

Advanced proficiency in key digital tools and analytical skills

- Salesforce/other CRM contact management and reporting systems
- Experience using survey and data tools: GetFeedback, Qualtrics, and Tableau highly preferred
- Advanced proficiency in essential communications and reporting tools: Excel, PowerPoint, Word
- Proven experience in analyzing data to extract insight around engagement results, client satisfaction, client understanding, as well as the impact of UN Global Compact activities, and global sustainability trends

Proven delivery of results:



- Delivers to clear goals within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required.
- Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary

Works in diverse teams and across geographies:

- Works collaboratively with colleagues in different teams to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others;

CORE VALUES:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- **EDUCATION:** A first-level university degree in marketing, communications, business administration, or management, or related field. Master's degree a plus.
- Experience conducting quantitative and qualitative marketing research projects, including design, programming, fielding, and analysis.
- Experience running or working with Net Promoter Score trackers
- Experience working on issues related to corporate sustainability is preferred but not required.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of regional languages is preferred



BENEFITS

- Competitive Salary
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Maternity leave - 16 weeks with full pay.
- Paternity leave - 4 weeks with full pay.
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “**Coordinator, Data Analyst**”
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **December 17, 2021**.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.
- Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!