Posting Title: Manager, Strategic Events
Location: New York, NY

POSITION SUMMARY
Under the guidance of the Head, Strategic Events, the Manager, Strategic Events, duties and responsibilities are listed below:

DUTIES AND RESPONSIBILITIES
Main Responsibilities: Drive attendee registrations, Nurture attendee participation, Digital platform management
- Develop comprehensive internal and external event communication strategies and timelines that maximize awareness before, during, and after each event.
- Create and develop email marketing campaigns to drive event registration and attendee participation.
- Liaise with the Marketing Team on event email promotion for prospects.
- Work with UN Global Compact Local Networks to drive marketing events to their stakeholders.
- Attendee Communication management before and during events to ensure attendee “show-up” rate and continued engagement.
- Manage KPIs and revenue goals for Strategic Events.
- Full Event Website Development- example
- Assist with Sponsor deck development.
- Oversee the event tools and technology, including sourcing and negotiating fees- Hopin, Translation, registration platform, Etc.
- Execute on media partnerships and content partnerships to drive event attendance.

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.

Please, no phone calls or unsolicited e-mails outside of the submission process
EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- At least 5 years of relevant work experience (five years marketing experience and proven leadership experience)
- Undergraduate degree & relevant advanced degree is required

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading Manager, Strategic Events
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until 11, June 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 the United States. The Foundation for the Global Compact does not sponsor work visas

The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.