POSTING TITLE: Consultant, Resources Mobilization / Government Fundraising
LOCATION: New York, NY
TYPE: Full-time: One year

POSITION SUMMARY

ROLES AND RESPONSIBILITIES
- The Consultant will report to the Senior Manager of Government Relations and supports the Chief of Staff team in activities related to fundraising and reporting
- Engage current Government Group members and help recruit new governments to join: manage relationships with government representatives, officials, ambassadors, etc.
- Manage and support fundraising efforts: update excel sheets, review agreements, track progress, draft reports, and get inputs for reports
- Plan and oversee intergovernmental meetings and strategic UNGC strategic events (Government Group, Group of Friends), flagship events (Leader’s Summit, Uniting Business Live): draft agendas, invitation letters, logistics
- Provide materials for strategic conversations: prepare draft summaries, memos, briefing notes, slide decks and speeches for senior leadership
- Liaise between the Chief of Staff team, programmes, and other UNGC colleagues on funding proposals and reporting
- Communicate regularly with Local Network colleagues to align on government engagement
- Perform any additional duties to support the team

RESULTS EXPECTED:
- Meet ambitious fundraising targets by securing targeted contributions from governments
- Retain and recruit at least one new government group member
- Draft proposals to increase the effectiveness and results of fundraising efforts
- Return tasks in a timely manner

QUALIFICATIONS
- Bachelor degree or Master degree
- Min 5 years of relevant experience working with governments. Experience in resource mobilization, donor relations, fundraising a plus
- Excellent verbal and interpersonal skills, must be fluent in English
- Ability to communicate professionally in written form
- Project management, organization, ability to prioritize activities and assignments
- Flexible and adaptable
- Demonstrates professional qualities and demeanor that commands respect from key decision makers
Delivers on team and individual goals
Tracks and communicates progress as appropriate
Works collaboratively with colleagues on different teams to achieve organizational goals. Solicits input by genuinely valuing others’ ideas and expertise; is proactive, willing to learn from others.
Can work on multiple projects under short deadlines and delivers superior results

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Consultant, Resources Mobilization / Government Fundraising”:
1. Cover Letter
2. Resume/CV

Applications will be accepted until 2 March 2022.
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

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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.