POSTING TITLE: Coordinator, Regional Fundraising
LOCATION: New York, NY

POSITION SUMMARY:

The United Nations Global Compact is the world’s largest corporate sustainability initiative, mobilizing 20,000+ companies globally from all sectors, all sizes, and all regions to mainstream responsible business practices.

To drive this activity at scale, the UN Global Compact is gearing up its efforts to develop programming (tools, training, and other measures) and platforms (convenings and advocacy campaigns) that will increase ambitious, credible and accountable action from companies worldwide. Our objective is to enable companies to efficiently shape their own strategies and operations to act responsibly as well as to advocate for enabling environments and policies that will help us deliver the UN Sustainable Development Goals.

This ambition requires that we advance our efforts and impact across the world. For this we need a significant increase in regional fundraising to scale up the implementation of key UN Global Compact regional initiatives, particularly in the Global South.

We are looking for a talented, organized and detail-oriented Coordinator to support corporate and philanthropic outreach targeted towards regional initiatives. A successful Coordinator will also possess strong research abilities, time-management, persuasive writing and communications as well as database management capabilities.

The Coordinator will work closely with the Senior Manager, Regional Fundraising as well as with several departments including: Global Operations, Integrity, Country Networks, Government Relations & Africa team. Additionally, they will be engaged in all aspects of fundraising including but not limited to: prospecting, relationship cultivation, and developing materials. The role is ideal for someone looking to gain exposure to numerous fields including the UN system, corporate sustainability, philanthropy, Government relations, and nonprofit management.

The role will report to the Senior Manager, Regional Fundraising.

DUTIES AND RESPONSIBILITIES:

- Researching fundraising prospects, grant opportunities, and philanthropic trends
- Drafting slide decks, proposals, prep meeting notes on topics such as gender equality, climate change, human rights, governance, and more.
- Preparing briefings for high-level fundraising meetings in a timely fashion and on deadline.
- Administrative support, including coordination across UN Global Compact teams, organizing the Fundraising Task Force, and tracking funder cultivation.
- Conducting database upkeep through Salesforce, Asana, and Google Drive
- Notetaking and capturing key action points during both internal and external meetings
- Performing other duties as assigned.
COMPETENCIES:

- **Language Skills**: Proficiency in English is required. Knowledge of other UN official languages is an advantage.

- **Communication**: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ability to research and synthesize information; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

- **Planning & Organizing**: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Anticipates and meets deadlines; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

- **Team Player**: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Computer/Technical Skills**: Strong database aptitude, including data entry and report development, using Salesforce and other relevant tools. Advanced proficiency in MS Office Suite (Microsoft Word, Excel and PowerPoint) and Google Workspace. Proficiency in Salesforce a plus, but not required.

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.

BENEFITS:

- Salary Range - $51,000 - $65,000
Foundation for the Global Compact

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- 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.
- Paid Parental Leave
- Medical/dental/vision employee coverage

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

EDUCATION:
- A first-level university degree in business administration, management, economics, international affairs, political science, social science or related field.

WORK EXPERIENCE:
- Up to three years’ experience in research, writing and relationship management.
- Experience working on issues related to corporate sustainability is preferred.
- Previous experience in fundraising and/or corporate partnerships is preferred.
- Knowledge of the UN Sustainable Development Goals (SDGs) or the ESG (Environment, Social, Corporate Governance) Framework is a plus but not required.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Coordinator, Regional Fundraising”

1. Cover Letter
2. Resume/CV

Applications will be accepted until 12 July 2024

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