

Posting Title: Coordinator, Sustainable Finance

Location: New York, NY

POSITION SUMMARY

As Coordinator, you will be a part of the Sustainable Finance team, acting as a key focal point for our Community workstream and working closely with the CFO Coalition for the SDGs. In this role, you will manage community relations and communications with the CFO Coalition, while also keeping an eye out for new and prospective partners.

Under the guidance of the Head of Sustainable Finance and reporting to the Senior Manager, you will be responsible for implementing the CFO Coalition community engagement with a focus on participant retention, value proposition and growth. You will work closely with UN Global Compact Participant Engagement, Communications, Events, and UN and Government Relations' teams. You will also support the development of the Invest in Women platform and Women's CFO Coalition in partnership with the UN Global Compact's gender team.

Organizing information and project management is also a key focus and working closely with the Senior Manager, you will support the broader programme management and operations of the CFO Coalition and the Sustainable Finance team, as well as develop an annual impact report for the CFO Coalition community.

The CFO Coalition for the SDGs is the first UN initiative to engage with Chief Financial Officers (CFOs) worldwide who lead a company's finance function, shaping portfolio strategies, undertaking major investment and financing decisions, and communicating with key stakeholders. It is a platform where CFOs and other corporate officers can collaborate with peers, investors, financial institutions, NGOs, and UN agencies to develop principles, frameworks, guidance, and recommendations to integrate the 17 Sustainable Development Goals (SDGs) in corporate finance.

The UN Global Compact's Sustainable Finance team co-creates knowledge, tools and programmes hand-in-hand with finance chiefs and their corporations to create the necessary environment to align private capital with sustainable development. By aligning corporate investments with the SDGs and linking corporate finance to relevant and credible SDG targets we can increase investments in critical areas such as

sustainable infrastructure, renewable energy, clean water, health care, food and agriculture, social equality and decent work.

DUTIES AND RESPONSIBILITIES

Community Management

- Develop and implement a CFO Coalition community engagement plan for building relationships with corporate CFOs and finance and sustainability executives, including outreach, engagement and marketing plans.
- Manage correspondence with Coalition members and carry out outreach activities and recruitment campaigns for prospective members.
- Develop content for communication channels, including blogs, key messages, newsletters, and social media.
- Process ongoing CFO Coalition support requests/tasks and respond to inquiries from community members.
- Identify collaborative opportunities to showcase the work of the Coalition, including facilitating webinars, events and convenings.
- Undertake research and develop case studies on corporate finance and sustainable development, including review and analysis of emerging issues and trends.
- Work with our events team and our in-country Local Networks to deliver our signature SDG Investment Forums, specifically focused on briefing books, speaker identification and communications approach.
- Develop and manage an annual CFO Coalition impact report.

Partnerships

- Conduct desk research on prospective CFO Coalition participants and manage a tracking system for partnership development and engagement.
- Contribute to brainstorming and pitch preparation, including research and drafting.
- Actively seek out new partnership opportunities with existing UN Global Compact participants and with new organizations, as well as prospective and existing grantmaking opportunities.
- Prepare and maintain pitch materials and other partnership and fundraising materials.
- Draft internal communications, including briefing notes, talking points, backgrounders to support engagement with an array of stakeholders, including internal executives, United Nations' colleagues, and prospective partners.
- Share ideas, knowledge and recommendations with the wider team.
- Collaborate with monitor and evaluation and digital communications teams to gather information and data for proposals and reports.

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

- **Skills:** Excellent writing and editing skills; Ability to multitask and prioritize; Problem-solving abilities; Ability to think strategically and creatively.
- **Education:** Degree in communications, international relations, economics, finance, corporate social responsibility or related field.
- **Work Experience:** 2-3 years of work experience related to communications, marketing, community management, corporate finance/sustainable finance, ESG/reporting preferred. Experience conducting research, project management, event management and stakeholder coordination are essential.
- **Tech:** Proficiency in Microsoft PowerPoint, Excel and Salesforce is essential.
- **Language:** Proficiency in English is essential (full command of both spoken and written). Knowledge of other UN official languages would be desirable.

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading: **Coordinator, Sustainable Finance**
 1. Cover Letter
 2. Resume/CV

Foundation for the Global Compact

Job Opening | Coordinator, Sustainable Finance



- Applications will be accepted until **2 April 2024**.

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.