Posting Title: Head, Communication on Progress and Reporting
Department/Office: Foundation for the Global Compact
Duty Station: New York, NY

POSITION SUMMARY

The Communication on Progress (CoP) is the UN Global Compact’s annual disclosure requirement for participating companies. It serves as the initiative’s main accountability mechanism, providing a platform for business participants to disclose and showcase continuous progress on their commitment to the Ten Principles. The UN Global Compact has undertaken a comprehensive review to update this integrity and accountability mechanism, and adapt it to new trends in the market. This will contribute to better address the needs of participating companies of the UN Global Compact and their stakeholders to promote participants’ learning and enhance stakeholder access to comparable information related to the Ten Principles.

The Foundation for the Global Compact seeks a dynamic sustainability reporting leader to oversee the UN Global Compact’s reporting work and the Communication on Progress (CoP). The Head of Reporting will be chiefly responsible for positioning and advocating the UN Global Compact’s CoP and leading its global and regional uptake and integration. The Head will lead strategic engagements with a broad range of stakeholders within the sustainability landscape and the UN – including chief executives, reporting professionals, standard setters, reporting frameworks, Governments, investors, rating agencies, data providers - to leverage the CoP, and maintain an up-to-date CoP platform that lives up to the latest trends, regulations and standards in the market. The Head will play a leadership role internally, aligning the CoP with organizational priorities and strategy development working hand-in-hand with other relevant teams in the organization to drive accountability, implementation, performance and impact.

The Head, Reporting reports into the Managing Director, Foundation for the Global Compact working closely with Chief, Programmes, UN Global Compact.

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.
Foundation for the Global Compact

Job Opening | Head of Reporting

- **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.

**DUTIES & RESPONSIBILITIES**

- Lead the strategic developments of the UN Global Compact’s work on reporting and position the CoP in the sustainability reporting and disclosure ecosystem.
- Cultivate relationships with key reporting stakeholders including business networks, investors, standard setters, rating agencies, UN, Governments and other related groups.
- Manage relationships with strategic partner organizations in the field to oversee the update/maintain content/metrics and leverage the enhanced CoP vis-à-vis global and regional disclosure developments.
- Lead and generate strategic funding opportunities in collaboration with the fundraising team.
- Represent the UN Global Compact at events and different fora related to sustainability reporting, ESG data and accountability.
- Lead and manage the operationalization of the CoP including successful uptake by Global Compact Local Networks and participating companies.
- Lead and execute a strategy for data needs and participant experience in collaboration with Programmes, M&E, Communications, Integrity, and Digital units and generate insights
- Effectively motivate and oversee a cross-functional team to coordinate effective CoP implementation, including content and product development, research, data management and analytics as well as alignment with participant journey, digital and capacity-building services
- Perform other duties as required.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- Advanced university degree (Master's degree or equivalent) in Business Administration, International Relations, Law, Economics, Political Science, or a related field.
  - Minimum of 10 years of relevant experience in corporate sustainability at a leading organization focused on sustainability reporting or at a company in a role related to sustainability reporting, data management/analysis, project management;
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

**COMPETENCIES**

*Please, no phone calls or unsolicited e-mails outside of the submission process*
- Demonstrated expertise and deep knowledge of recognized ESG standards and frameworks such as TCFD, GRI, SASB, CDP, PRI, including financial and non-financial disclosures and regulations in various global markets;
- Broad understanding of key public policy issues (both global and regional) and potential impact on the business sector;
- Experience with fundraising and strategic marketing;
- Experience with data management and assurance;
- Strong record of delivering projects in a timely and successful manner;
- Proven ability to lead and develop a team, engage and motivate others, and contribute to initiatives and processes within the organization;
- Ability to interpret and ESG data to support decision-making and recommendations that feed into the organization’s strategy;
- Proven experience with digital platforms, databases and tools;
- Ability to thrive in a complex environment and distill complex situations;
- Ability to speak and write clearly and effectively; listen to others; correctly interpret messages; effectively convey information; demonstrate openness in sharing information and keeping people informed.
- Strong attention to detail, organizational and program management skills; ability to lead multiple projects at once while overseeing a cross-functional team;
- Ability to value and consider the perspectives and backgrounds of all individuals.
- Ability to multi-task and perform under pressure, often with competing deadlines;
- Excellent verbal and written English communication skills, including ability to distil and translate complex data into relevant insights for a broad range of stakeholders and across various public arenas.

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 “Head, Communication on Progress and Reporting”:
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until September 2, 2022.
Foundation for the Global Compact
Job Opening | Head of Reporting

- 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!

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