Position Title: Head, Strategic Events
Location: New York, NY

POSITION SUMMARY
Under the guidance of the Chief, Communication and Strategic Events, the Head will lead the overall management of UNGC Strategic Events Programme.

DUTIES AND RESPONSIBILITIES
- Development of overall Strategic Event Strategy
- Keep an active pulse on market drivers and event trends to develop a strategic approach that streamlines and leverages UN Global Compact events while maximizing their impact
- Day to Day supervision of Events Team for full delivery of flagship and regional events
- Staff Supervisor: Full-Time Management of four+ event team members, Partial Management-Event Sponsor Manager, Project Management-Global Ops Coordinator (regional events)
- Programme development - cross organisational management; Engage with business and industry leaders to showcase latest innovations, policies, and public-private partnerships
- Event sponsor programme strategy and overall management; develop sponsor benefits packages and pitch decks, participate in sales pitch, integrate sponsors into programme within editorial guidelines, supervise recap report/follow-up
- Work closely with communications, media & marketing colleagues to develop materials that clearly articulate the event narrative and effectively promote events to target audiences and prospective sponsors
- Manage and strengthen relationships with key UN, Local Network, Civil Society and Private Sector partners; driving Event Strategy for all stakeholders
- Manage KPI process, pre and post event: Conduct post-event debriefing sessions with relevant colleagues and provide post-event analysis, budget recaps and participant feedback to ensure evaluative feedback is incorporated into future plans
- Management of $750K+ event budgets
  - Source digital platforms and in-person venues; oversee purchasing and service needs, including catering, audiovisual, security and rental needs
  - Negotiate agreements with outside providers and subcontractors to ensure lowest cost and highest quality of services

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.

Please, no phone calls or unsolicited e-mails outside of the submission process.
Foundation for the Global Compact

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- **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**

- At least 7 years of relevant work experience (five years programme 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 **Head, 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.*

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