

Foundation for the Global Compact

Job Opening | Manager, Global Communications



Posting Title: Manager, Communications

Location: New York, NY

POSITION SUMMARY

The Manager, Communications, will play a key role in communicating the mission and work of the United Nations Global Compact to global audience. In particular they will work with more than 50 Global Compact Local Networks around the world to build the brand and reputation of the UN Global Compact. The Manager is responsible for building awareness and reputation of the UN Global Compact through developing and delivering impactful, distinctive consistent content which communicates the UN Global Compact brand and value proposition through relevant channels. Under the guidance of the Chief of Communications, the Manager will be responsible for the following duties:

- Global Campaigns
- Drafting, editing, and proofreading
- Communications innovation
- Global Network management

DUTIES AND RESPONSIBILITIES

- **Global Campaigns**
 - Work with communication officers and key stakeholders to drive campaigns across more than 50 national markets
 - Monitor and evaluate the impact of campaigns
 - Ensure that branded content is available for use in different languages and markets
- **Drafting, Editing and Proofreading**
 - Draft, edit and proofread a wide range of communications materials especially for digital assets, social media, website and email text. Tone of voice as well as the look and feel to follow UN Global Compact brand guidelines
 - Advise on key messages that best resonate with the broader audiences
- **Communications & Innovation**
 - Seek new ways and channels to reach our audiences, learning from best practices and real world impact
 - Identify new opportunities for effective communications and test in different markets

- **Network Management**

- Provide strong support to Communication teams around the world such as brand guidelines, editorial guidance, social media content, in the overarching goal to engage stakeholders at the national level.
- Work with local networks to gather contact, including impact stories which illustrate how companies around the world are driving sustainability.

COMPETENCIES

- **Editorial Skills**

- Strong writing, editing and proofreading skills in English
- Editorial judgment and storytelling ability
- A sensitivity and appreciation for different languages and cultures
- Ability to write for a business audience

- **Monitoring and Reporting**

- Expert in monitoring impact and developing communications performance reports on media, social media, website, emails etc

- **Other Technical Skills desired**

- Proficient in Excel especially using functions such as V-Look up, creating charts and effective timelines and sorting database
- Proficient in PowerPoint and Word especially for formatting documents and/or creating templates that align with UN Global Compact brand
- Knowledgeable of project management tools such as Asana
- Design or multimedia skills

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

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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

- First degree (Bachelors or equivalent)
- Minimum of five years of relevant experience in communications.
- Experience working on issues related to corporate sustainability is preferred and understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN languages would be desirable.

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 email submission to **HRInquiries@unglobalcompact.org** with the subject heading “**Manager, Communications**”

1. Cover Letter
2. Resume/CV
3. Applications will be accepted until **23rd, September.**

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4. 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.

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!