

Posting Title: Manager, Programme - Strategic Events

Location: New York, NY

## POSITION SUMMARY

Under the guidance of the Head, Strategic Events, the Manager, Programme Strategic Events, duties and responsibilities are listed below:

## DUTIES AND RESPONSIBILITIES

### Programme Development

- Develop virtual event frameworks and create innovative and strategic programming that is relevant and accessible for all stakeholders, raises corporate ambition on the Ten Principles and SDGs, integrates seamlessly into the digital HopIn platform and creates designated spaces for Local Network, Government and UN partnerships
- Effectively collaborate with relevant Programmes, Communications, Global Operations and Local Networks colleagues to build out event narratives, objectives, deliverables and marketing strategies
- Create and manage internal working agendas and external public programmes to ensure that all updates are communicated in a timely manner and encourage registration, partnership and sponsorship interest

### Speaker Relations

- Onboard, brief and manage Master of Ceremonies, moderators and keynote speakers to ensure all are aligned on messaging, event objectives, roles, and logistics; Maintain professional working relationships to enhance event experience for speakers and create future partnerships
- Coordinate high level panel engagement, review invitations and briefing notes, and track follow up; keeping in mind regional, sectorial, gender and organizational balance
- Ensure all Speaker Due Diligence is submitted and completed on time and any reservations are communicated back to the nominator
- Align sponsor and partner goals with programming objectives

### Production & Event Execution

- Manage all communications with production teams to share programme details, create and align on event branding and graphics and staffing plans; manage project within budget
- Build technical Run of Show with stage and screen directions, precise timings & graphics displays; Manage all live and digital content
- Lead on day-of-show logistics, staffing and event execution

### Strategic Planning & Operational Support

- Work closely with Senior Manager to create comprehensive strategic plans and calendars for 2021-2023
- Recruit, onboard and train UN interns every 3-6 months, following the Internship processes outlined by HR; supporting goals of diversity and professional skills development
- General editor of event team deliverables
- Project Oversight of Event Consultant

## 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

- At least 5 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](mailto:hrinquiries@unglobalcompact.org) with the subject heading **Manager, Programme - 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.**