

Foundation for the Global Compact

Job Opening | Manager, Strategic Event



Posting Title: Manager, Programmes, Strategic Events

Department/Office: Foundation for the Global Compact

Duty Station: New York, NY

OVERVIEW:

The United Nations Global Compact is seeking an experienced programme and events manager to develop and execute world class events programmes for the UN Global Compact including those aligned with the UN General Assembly and COP.

Contribute to the production and execution of UN Global Compact flagship events by leading programme development, drafting communications, strategic outreach and website management. The manager will work closely with all other teams: Chief of Staff, Local Networks, Participant Relations, Programmes and Communications teams to strengthen the brand and showcase the value proposition of the UN Global Compact as the global convener for sustainable business and multi-stakeholder partners. Lead the organization, communications, conduct research and produce events on the world stage. This is a great opportunity for someone interested in developing their career in the nonprofit, events, marketing and international development sectors. Experience and knowledge of the SDGs, corporate sustainability, and global event sector is strongly preferred.

ABOUT THE UN GLOBAL COMPACT:

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 15,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to create the world we want. Each year the UN Global Compact hosts a series of flagship events that build on our unique principles-based approach, anchored in United Nations conventions and resolutions, to elevate our brand and raise the sustainability platform, showcase core programmatic work and unveil the latest intelligence in corporate sustainability. These events are designed to connect leaders, promote best practices and create partnerships for lasting change.

JOB DESCRIPTION:

Main Responsibilities: Programme Development & Management, Speaker Relations, Production & Event Execution; Strategic Planning

Programme Development

- Develop in-person and 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 Head to create comprehensive strategic plans and calendars for 2023-2024
- 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

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- At least 5 years of relevant work experience (five years programme experience and proven leadership experience)
- Undergraduate degree is required; Relevant advanced degree in Events, Business or Non-Profit Management, Sustainability, Political Science preferred
- Programmatic knowledge of SDGs, Corporate sustainability preferred
- Background in with events, communications or corporate sustainability in the private sector, civil society, or UN agency
- Excellent written and verbal communication skills required
- Self starter

- Ability to lead projects
- Positive team member
- Aligned with the values and behaviors of model of the UN Global Compact
- Flexible and service-oriented team player

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.

BENEFITS

- Salary Range \$66,000 - \$80,000
- 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 below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading “Manager, Programmes, Strategic Events”:

- Cover letter
- Resume/ CV

Applications will be accepted until **15 July 2022**.

Please note that candidates must be eligible to work in the United States.

Given the anticipated volume of submissions, we will likely only contact select candidates.

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.