OVERVIEW:
The United Nations Global Compact is seeking an experienced events manager to develop and execute world class global events programming in collaboration with colleagues around the world.

The UN Global Compact convenes businesses and other stakeholders to drive corporate action on the UN Sustainable Development Goals. These convenings range from large global events with a large global audience to intimate local or regional convenings around key global issues, such Living Wage, Climate Action, Sustainable Finance. The Manager, Programming and Engagement, Strategic Events position requires global knowhow, an understanding of what quality event content looks like, and the ability to work with colleagues cross functionally and in local networks around the world to deliver exceptional experiences for attendees.

The Events team, led by a Head of Events, oversees the delivery of a key strategic engagement method for our stakeholders. This position will contribute to the production and execution of UN Global Compact flagship events by driving high quality content and programming. Key responsibilities include programme development and agenda setting, strategic outreach and collaboration, content research and curation, and speaker management. The manager will work closely with all other teams including Chief of Staff, Local Networks, Participant Relations, Programmes, and Communications teams, strengthening the brand and showcasing the value proposition of the UN Global Compact as the global convener for sustainable business and multi-stakeholder partners. 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 Sustainable Development Goals, 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 and Management; Speaker Relations; Production and Event Execution; Strategic Planning and Operational Support

**Programme Development and Management:**
- Coordinate the development of innovative and strategic programming that is relevant and accessible for all stakeholders and raises corporate ambition on the Ten Principles and SDGs, including drafting concept notes, agenda setting, and defining clear event outcomes.
- Effectively collaborate with relevant Programmes, Communications, Global Operations and Local Networks colleagues to build out event narratives, objectives, deliverables and marketing strategies.
- Deliver relevant information to key partners on time and in accordance with key milestones so that the Events Team can drive attendee registrations.

**Speaker Relations:**
- Onboard, brief and manage Master of Ceremonies, moderators, and speakers to ensure all are aligned on messaging, event objectives, roles, and logistics.
- Research and identify potential keynote speakers who are innovative, groundbreaking, inspirational, and leading at the cutting edge of our work.
- Maintain professional working relationships to enhance event experience for speakers and create opportunity for future partnerships.
- Coordinate scripts for speakers as and when required.
- Ensure all speakers, from panels to keynotes are reflective of UNGC’s brand values, including applying a wholistic approach to speaker representation in sessions.
- Coordinate high level panel engagement, invitations and briefing notes, and ensure all promotional assets are delivered in a timely manner.
- Assist in the coordination of Speaker Due Diligence in a timely manner.
- Troubleshoot speaker and content-related issues as they arise on site.

**Production and Event Execution:**
- Manage communications with production teams to share programme details, AV requirements, and furniture needs for staging.
- Manage project within budget.
- Create and align on staffing plans.
- Build technical Run of Show with stage and screen directions, precise timings & graphics display instructions. Manage live and digital content, including all slide decks.
- Lead on day-of programming logistics.

**Strategic Planning and Operational Support:**
- Work closely with Head and other team members to create comprehensive strategic plans, budgets, and calendars for future events.
• Consider opportunities to streamline workflows and improve processes.
• Create and manage working agendas and lead delivery of event programming internally.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS
• At least 5 years of relevant work 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 events, communications, or corporate sustainability in the private sector, civil society, or UN agency preferred
• Excellent written and verbal communication skills required
• Self-starter
• Ability to lead projects
• Positive team member
• Highly organized with a strong attention to detail
• Familiar with commonly used project management tools
• Creative with a mindset for continuous improvement in our work
• Aligned with the values and behaviors of model of the UN Global Compact
• Flexible and service-oriented team player
• Ability to travel as needed both domestically and internationally (up to 3 times per year)

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.
Foundation for the Global Compact
Job Opening | Manager, Programming and Engagement, Strategic Events

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.
- Paid Parental Leave
- 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, Programming and Engagement, Strategic Events”:

- Resume/ CV

Applications will be accepted until 3 November 2023

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.