

POSTING TITLE: Manager, Resources Mobilization / Government Fundraising

LOCATION: New York, NY

TYPE: Full-time: One year

POSITION SUMMARY

Key Functions and Results

1. FUNDRAISING:

Seeks and promotes new resource mobilization opportunities, working with UN Global Compact colleagues to identify needs and support the preparation of resource mobilization agreements to meet those needs. S/he receives and screens inquiries from potential collaborators and facilitates communication with appropriate UN Global Compact staff and advocates divisional priorities. S/he scans and scouts external environments within designated focus areas for opportunities and risks and shares information in a timely fashion with relevant Global Compact staff. In addition, s/he provides operational, logistical and programmatic support to senior management and other UN Global Compact staff in engagement with governments and interaction with various stakeholders.

2. DEVELOPING AND SUPPORTING PARTNERSHIP STRATEGIES:

Collaborates with internal stakeholders to strengthen UN Global Compact approach to resource mobilization and government engagements. S/he prepares annual resource mobilization plans, proposals and supports the implementation of partnership strategies. In addition, s/he builds UN Global Compact's institutional capacity and knowledge for its government engagement and ensures the development of efficient approaches for government partnership knowledge management.

3. **RESOURCE MOBILIZATION AND ADVOCACY:** Provides technical expertise to the development and implementation of resource mobilization strategies and advocacy.

4. **FOCAL POINT FOR OUTREACH, ENGAGEMENT, DIGITAL PRESENCE AND WEBSITE:** Acts as focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensuring that Government relations's interests, perspectives, and knowledge are taken into account in relevant processes. S/he contributes to the development and management of the UN Global Compact government relations

webpage. Continuously keeping it updated. Effectively manages and continuously keeps the internal government relations portfolio materials saved and updated in the internal system.

Position additional specifics:

Within delegated authority, the Manager will conduct the following duties:

- Engages current Government Group members and helps recruit new governments to join: manages relationships with government representatives, officials, ambassadors, etc.
- Manages and supports fundraising efforts: update excel sheets, prepares agreements, track progress, draft reports, and get inputs for reports; prepares annual resource mobilization plans, proposals etc.
- Plans and oversees intergovernmental meetings and strategic UNGC strategic events (Government Group, Group of Friends), flagship events (Leader's Summit, Uniting Business Live etc): draft agendas, invitation letters, logistics notes
- Provides materials for strategic conversations: prepares draft summaries, memos, briefing notes, slide decks and speeches for senior leadership
- Liaises between the Chief of Staff team, programmes, and other UNGC colleagues on funding proposals and reporting
- Communicate regularly with Local Network colleagues to align on government engagements
- Promotes partnership and resource mobilization opportunities (both globally and at the country level with governments by supporting the related outreach, policy engagement, influence and collaboration activities
- Supports the preparation of relevant agreements/ collaboration proposals with Donors.
- Provides logistical and programmatic support for the engagement and interaction with government partners.
- Supports the preparation of UNGC's Senior Management and other UNGC staff in in-person/virtual meetings at the UNHQ/New York and abroad.
- Contributes to reports, blogs, social media and other communication materials related to donors, and provides feedback on donor messaging, needs and perspectives
- Liaises and collaborates broadly with colleagues within UNGC; government authorities; Member States' Permanent Missions at the UN, project staff; local networks, implementing

partners; development partners and other stakeholders – particularly colleagues within, and engaged around, the UN System and New York City more broadly.

- Performs any additional duties to support the team

RESULTS EXPECTED:

- Meet ambitious fundraising targets by securing targeted contributions from governments
- Retain and recruit at least one new government group member
- Draft proposals to increase the effectiveness and results of fundraising efforts
- Return high quality outputs in a timely manner

ORGANIZATIONAL COMPETENCIES:

- Building relationships and partnerships - Builds and maintains effective working relationships
- Communicating and negotiating - Communicates effectively; creates understanding between self and others
- Demonstrating leadership - Personal leadership and attitude to change
- Focusing on clients - Focuses on clients
- Learning, sharing knowledge and innovating - Continuously seeks to learn, shares knowledge & innovates
- Managing performance and developing staff -
- Managing time, resources and information - Manages own time, information and resources effectively
- Problem-solving and decision-making - Demonstrates sound problem-solving and decision-making ability
- Strategic thinking and organizational development - Personal influence
- Team working - Contributes effectively to the team

EDUCATION:

- **EDUCATION** – Advanced university degree from an accredited institution in a technically relevant area. In lieu of an advanced university degree, a first university degree (Bachelor or equivalent) plus at least four (4) additional years of relevant professional experience over and above the minimum number of years of experience requirement may be considered
- Areas - international development, international relations, political science or related field or other job-related field
- Degree must be from an accredited institution.

EXPERIENCE:

- At least five (5) years of progressively responsible professional experience in outreach and liaison and/or any resource mobilization related activities;
- Three (3) years in a multi-cultural organization or national organization providing support on a global scope
- Position-specific experience: Experience working with/in the UN System is strongly desirable.

LANGUAGES:

- Required English
- Desirable: French and/or Spanish

SKILLS:

- Advocacy: Know-how in advocacy, to maintain and promote constructive dialogue around UN Global Compact's vision to external actors
- UNGC partners: Knowledge of UNGC's Government partners' functioning and mandate
- Partnership building: Ability to formulate new approaches or identify new opportunities to build relationships with both traditional and non-traditional partners, focusing on impact and results.
- Resource mobilization: Know-how in government resource mobilization strategies (
- Stakeholder management: Strong alignment capabilities and consultation skills, building on effective interactions and relationships with different stakeholders
- Listening: Effective and active listening to others; understanding and acting upon indirect statements
- Political acumen: Ability to conduct sound political analysis and understand complex environments, providing options and advice
- Problem solving: Strong systemic and structured thinking, ability to identify and dissect problems into components and formulate a comprehensive set of creative viable and sustainable solutions and strategies
- Verbal communication: Clear, succinct and convincing verbal communication; highly professional, balanced and diplomatic language
- Written communication: Clear, succinct and convincing written communication in the language needed for specific role; highly professional, balanced and diplomatic language (e.g. for drafting of position papers, briefings, etc.)
- Digital: Good knowledge of digital tools such as Asana

BENEFITS

- Salary Range \$66,000 - \$80,000
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “**Manager, Resources Mobilization / Government Fundraising**”:

1. Cover Letter
2. Resume/CV

- Applications will be accepted until **28 August 2023**.
- 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 United States. The Foundation for the Global Compact does not sponsor work visas

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