

# Foundation for the Global Compact

Job Opening | Manager, Strategic Planning and M&E



Posting Title: Manager, Strategic Planning and Monitoring & Evaluation

Location: New York, NY

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## POSITION SUMMARY

The UN Global Compact is the world's largest sustainability initiative with over 15,000 participating companies in 163 countries and 68 Local Networks around the world. It enables and supports companies across all sectors, geographies and sizes in their efforts to help meet the Sustainable Development Goals. Today, 75% of the companies that participate in the UN Global Compact have implemented activities to advance the SDGs.

The strategic ambition of the Global Compact is to accelerate and scale the global collective impact of business by upholding the Ten Principles and delivering the SDGs through accountable companies and ecosystems that enable change.

The United Nations Global Compact Office is supported by the Foundation for the Global Compact, a U.S.-based non-profit that exists solely to provide vital financial, operational and programmatic assistance to the work of the UN Global Compact.

The Foundation for the Global Compact is seeking a Manager, Strategic Planning and Monitoring & Evaluation to manage organizational strategic planning and support the development and implementation of a Monitoring & Evaluation framework and processes that will support the Global Compact initiative to track and monitor its activities, evaluate impact, communicate results to stakeholders, and incorporate findings into the annual planning cycle.

## DUTIES AND RESPONSIBILITIES

Working closely with the UN Global Compact Chief of Staff team the Manager will be responsible for supporting:

### Strategic Planning

- Coordinate annual planning timeline and processes for tracking and reporting progress, results and outcomes across the organization for internal stock-taking
- Help to streamline Local Network and UNGC annual planning processes, ensuring key strategic planning milestones are aligned with donor reporting requirements and reporting requirements to key stakeholders
- Support in the preparation of, material development and overall coordination of key annual planning milestones (Executive Management Team Retreat, Global Compact Network Executive Director Retreat, etc.)
- Support the development of quarterly and annual reports and visualizations to externally communicate the organization's results and impact

### Monitoring & Evaluation

- Support in the development of an M&E implementation plan for integration of M&E throughout the organization, including project timeline, data collection processes, workshops and training
- Support colleagues to determine performance and impact indicators and targets

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- Compile quarterly dashboard, ensuring completeness of data and compliance with business rules for developing performance projections
- Review year-to-date and project performance and offer analytical commentary towards enhancing business and programmatic practices
- In collaboration with the Digital team, identify mapping and support the development of systemized processes for data collection on the initiative's activities
- Based on data collection, monitor initiative activities, outputs and progress towards targets
- Support other tasks related to strategic planning, monitoring, evaluation and reporting as needed.

## RESULTS EXPECTED

Overall, the Manager will effectively support the execution of organizational annual planning, monitoring and evaluation under the guidance of the UN Global Compact Chief of Staff and Head of Strategic Planning and M&E. The Manager will also be responsible for supporting the development of quarterly and annual reporting deliverables, including content for annual planning milestones.

## 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

- 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

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

*Please, no phone calls or unsolicited e-mails outside of the submission process*



- Education: An advanced university degree (Master's degree or equivalent degree) in business/public administration, management, international relations/development or a related field is required.
- Work Experience: At least 5 years of relevant experience in project/programme management, strategic planning, monitoring, evaluation and reporting, specifically as it relates to the United Nations, Governments, development partners or other similar organizations.
- Experience working on issues related to corporate sustainability, UN-business collaboration and/or development work is desirable.
- Excellent written and verbal communication. Demonstrated ability to prepare executive-level written and oral reports and presentations.
- Strong teamwork skills and demonstrated capability for cross-functional collaboration.
- Proficient in Microsoft Office (PowerPoint, Excel, Word, Outlook), Google Suite, Slack, Salesforce. Prior experience working with digital M&E platforms is desirable.
- Languages: Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

## RECRUITMENT PROCESS

- Please include the following materials in your email submission to [UNGC1@unglobalcompact.org](mailto:UNGC1@unglobalcompact.org) with the subject heading "Manager, Strategic Planning and M&E":
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until 8, October 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 United States. The Foundation for the Global Compact does not sponsor work visas.
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