

POSTING TITLE: Manager, Sustainability Reporting

LOCATION: New York

POSITION SUMMARY

The Communication on Progress (CoP) is the UN Global Compact's annual disclosure requirement for participating companies. It serves as the initiative's main accountability mechanism, providing a platform for business participants to disclose and showcase continuous progress on their commitment to the Ten Principles. The UN Global Compact has undertaken a comprehensive review of the CoP framework to update this integrity and accountability mechanism and adapt it to new trends in the market. This endeavor will better address the needs of participating companies of the UN Global Compact and their stakeholders.

Reporting to the Senior Manager, Reporting, the Manager, Reporting will support with the successful operationalization and adoption of the enhanced CoP, working closely with other team members to develop guidance materials for Global Compact Local Networks and participating companies and support participants via a helpdesk. This team member will also analyze the feedback received from the 2023 and 2024 questionnaire submissions and assist with consultations and needed updates of all content related to participant and stakeholder feedback. The Manager, Reporting will also collaborate with colleagues across departments to develop briefs, presentations, and other required communications on the enhanced CoP to different stakeholders to facilitate robust stakeholder engagement. The Manager, Reporting will help ensure that the CoP is strategically aligned with key organizational assets, programme-facing digital tools, and the organization's Measurement & Evaluation framework.

DUTIES AND RESPONSIBILITIES

- Manage CoP resources and advise senior members of the team on CoP questionnaire.
- Support the development of guidance materials and other resources for Global Compact Local Networks and participating companies on the enhanced CoP by working in collaboration with other teams.
- Conduct research on reporting frameworks. Update and inform team members of relevant updates on the reporting landscape and serve as the point person for content questions.
- Provide support services via help desk responses to participating companies, Global Compact Local Networks and internal teams in response to questions on CoP content (e.g. on 2023 and 2024 solutions and administrative issues related to the CoP submission). Guide CoP Coordinator throughout the response process and collaborate with different tasks as needed.

- Collaborate with UNGC Issue Leads and elaborate recommendations for senior members of the team on CoP Questionnaire. Develop strategy for potential changes on the CoP Questionnaire and integration of the Forward Faster KPIs.
- Manage translations of all CoP material (recorded info sessions, CEO Statement, questionnaire, Guidebook, Policy).
- Under guidance from senior members of the team, help position CoP with external stakeholders. Support with presentations, talking points, and webinars as needed.
- Help analyze data and collaborate with relevant teams to inform Issue Leads of key CoP questionnaire results. Prepare briefings, talking points and guidance on questionnaire data and corporate reporting and sustainability trends for stakeholders.
- Perform other duties as required.

COMPETENCIES

- Advanced university degree (e.g. Masters) degree in a field related to sustainability, corporate sustainability, business management, international relations;
- 5 years of relevant work experience, including project management skills;
- Familiarity with ESG issues and sustainability reporting;
- Advanced proficiency in Excel, Word, PowerPoint as well as with recognized data and project management platforms;
- Proven experience in analyzing data and delivering key insights to understand user feedback and needs;
- Excellent verbal and written English communication skills. Proficiency in other languages is a plus.
- Flexible and service-oriented team player with a can-do and eager-to-learn attitude.
- Experience in client-facing role with strong stakeholder management skills and a can-do and eager-to-learn attitude.
- Ability to thrive in a complex environment and distill complex situations and proven ability to manage multiple priorities, meet deadlines, and thrive in a fast-paced environment.
- Familiarity with launching digital tools/products a plus.

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.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “**Manager, Sustainability Reporting**”

1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **8 September 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 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.