POSTING TITLE: Manager, Communications (Brand and Design)
LOCATION: New York, NY
JOB TYPE: Full-time

POSITION SUMMARY
The Communications Manager (Brand and Design) will be a proven design and brand expert able to provide strategic direction on branding to colleagues around the world. Reporting to the Senior Brand and Design Manager, Communications, under the guidance of the Head of Communications, the Communications Manager (Brand and Design) will be responsible for managing day-to-day brand and design tasks and building brand awareness of the UN Global Compact by developing and delivering impactful, distinctive and consistent design work and content that communicates the organization’s brand and value proposition through a wide variety of channels.

DUTIES AND RESPONSIBILITIES

Design:
- Design, manage and participate in the development of unique, original concepts for print, digital and web collateral that meet specific project goals and strategies such as but not limited to ads, videos, reels, animations, banners, booklets, brochures, illustrations, infographics, logos, posters, presentations, publications, reports, social media visuals, web pages, toolkits and other communications collateral.
- Support the design and branding of digital, hybrid and in-person events.
- Elevate brand & design assets and guidelines.
- Upgrade existing design systems and processes.
- Support digital team with website design and provide UX and UI recommendations.

Brand:
- Working with a diverse group of colleagues around the world, ensure brand compliance, consistency and amplification with sharp attention to detail and an ability to deliver strong recommendations in a positive manner.
- Maintain design brand consistency throughout all design projects following the brand guidelines.
- Act as a point person for brand related questions and provide guidance to our global colleagues.
- Review all UN Global Compact Communications content with a focus on brand.
- Building on current messaging, create a simple and user-friendly brand narrative in the UN Global Compact voice — incorporating UN values and meeting needs for simplicity to be understood and appreciated by private sector stakeholders.
- Regularly update UN Global Compact Brand Guidelines.
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- Pitch new ideas to elevate the UN Global Compact Brand

Management:
- Support in building an engaged and productive Brand and Design team able to support the UN Global Compact and Local Networks.
- Lead and manage design projects from concept to execution, ensuring timely delivery.
- Oversee the work of design freelancers and other vendors as needed.
- Mentor and manage designers and coordinators.
- Collaborate with various Communications team members to deliver branded content.
- Represent the communications team at key meetings and events.

Other Communications tasks:
- Coordinate communications (publications, Bulletin, e-mail, etc.) shared with UN Global Compact participants and stakeholders, ensuring quality and optimal timing.
- Take a supporting role in revising or developing policies related to communications, including media guidelines, staff use of social media, logo policy, etc.
- Lead the generation of creative content for storytelling working with colleagues in New York and across the world to generate and gather visual and engaging content for all channels (e-mail, social media, publications, etc.).
- Manage the UN Global Compact Photo and Video Database and advise on photography and footage usage and best practices, as well as other digital, visual assets.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- **Education**: University degree (Bachelor’s degree or equivalent) in Graphic Design, Visual Communication Design, Interactive Design, UX Design, Information Management, Information Technology or related discipline.
- **Experience**: A minimum of five years of hands-on experience in Design and Brand management. Professional experience in both the private sector or non-profits and the United Nations is desired.
- **Language**: Proficiency in English is essential (full command of both spoken and written). Knowledge of other UN official languages would be desirable.
- **Other requirements**:
  - A portfolio that showcases design and brand skills and creative executions.
  - Comfortability with presentations and public speaking
  - Proficiency in UX and UI design
  - Proficiency in PowerPoint and template design.
  - Familiarity with: Coding languages and HTML. Motion graphics/animation (Adobe Premiere, After Effects, screen recording and video editing). Figma and Canva.
  - Familiar with current design trends and best practices for both print and digital.
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- Familiar with current social media trends.
- Exceptionally detail oriented.
- Collaborative and team oriented.

**BENEFITS**

- Salary Range $66,000 - $80,000
- Retirement Plan – 15% employer contribution after 6 months of services with additional 17.5% matching option.
- Vacation Days-30 paid days (6 weeks) per year.
- Paid Parental Leave
- Medical/dental/vision employee coverage

**CORE VALUES**

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; 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 behaviour.
- **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; show respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviours 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, Communications (Brand and Design)”:
  1. Cover Letter
  2. Resume/CV
  3. Applications will be accepted until 2 August 2024

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 maybe provided to support participation in the recruitment process when requested.