

Posting Title: **Manager, Global Compact Academy (Global Operations)**

Location: **New York, NY**

POSITION SUMMARY

The United Nations Global Compact is the world's largest sustainability initiative with over 20,000 participating companies in over 160 countries and 70 Local Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with Ten Principles in the areas of human rights, labour, the environment and anti-corruption. The UN Global Compact Academy aims to provide corporate professionals around the world with the knowledge and skills needed to accelerate and mainstream sustainable business practices at scale.

The Foundation for the Global Compact is recruiting a highly motivated Manager to play a key role in planning, developing and growing the capacity-building portfolio of the UN Global Compact Academy globally. This position is a great opportunity for exceptional project managers wanting to develop their careers in the field of business and sustainability.

DUTIES AND RESPONSIBILITY:

- Manage UN Global Compact Academy growth and partnership strategy.
- Collaborate with Marketing and Communications teams on Academy campaigns and content products.
- Lead the team in crafting end-to-end engagement strategies and material for 50 learning experiences annually.
- Manage Academy awareness building efforts including targeted value proposition and outreach campaigns to increase adaptation.
- Coordinate the UN Global Compact Peer Learning portfolio from preparation to delivery and evaluation, working closely with Global Compact Networks and issue leads.
- Manage the UN Global Compact case portal development, for increased value proposition and knowledge-sharing capabilities.
- Accountable for the Academy reporting and survey management
- Lead on the input and execution of the Academy-related marketing, social media and other promotional materials in close collaboration with the global communications and marketing teams
- Measure and monitor programme satisfaction and impact. Conduct research, feedback surveys, and event analysis; produce resources and presentations on project and portfolio activities.
- Manage interns, project consultants and junior staff. Perform other activities and tasks related to other priority projects and initiatives of the Global Compact Office and issue

areas as needed.

QUALIFICATION:

- Minimum 5 years of relevant work experience
- First degree or bachelor' in business administration, management, or related fields
- Exceptional written and oral communication skills. Experience in creating communication, marketing, and/or fundraising materials.
- Strong organizational, planning, and project management skills with demonstrated ability to manage multiple projects or activities and coordinate collaborative work processes involving multiple stakeholders.
- Ability to work proactively in an ambitious and dynamic environment
- Technical experience leveraging digital tools like Asana (or other PM tools), Pardot, Salesforce, Zendesk, Slack, Google Suite, and Microsoft Office. digital and productivity applications and tools.
- Some experience with learning management systems and preferred.
- Flexible and service-oriented team player.

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 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 behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

COMPETENCIES:

Professionalism: Knowledge of relevant UN Global Compact issue areas and workstreams; 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; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; and takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Please include the below documents in your email submission to **hrinquiries@unglobalcompact.org** with the subject heading “**Manager – Global Compact Academy**”:

- Cover letter
- Resume/ CV

Applications will be accepted until 9 February 2024.

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.