POSTING TITLE: Manager, Sustainability Reporting and Content

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 will contribute to 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 successful operationalization and adoption of the CoP. The Sustainability Reporting Manager will work closely with other team members to develop guidance materials for Global Compact Country Networks and participating companies, provide support to participants via a help desk, assist with consultations and updates of all content related to the CoP questionnaire, and analyze feedback received from 2024 submissions.

The Manager will work on enhancing the 2025 CoP questionnaire in collaboration with an external vendor, collaborate closely with relevant colleagues to integrate upcoming Forward Faster KPIs to the 2025 version, and oversee the relationship with external vendors for its successful implementation. This team member will also develop additional resources to support participants’ reporting journey (e.g. e-learning sessions, webinars, etc.).

The Manager will also provide support in developing briefs, presentations, and other required communications on the CoP to different stakeholders as well as help keep track of content updates and changes made to the different elements of the CoP. The manager will also work closely with colleagues across departments to facilitate robust stakeholder engagement and contribute to ensure that the CoP is strategically aligned with key organizational assets, programme-facing digital tools, and the organization’s Monitoring & Evaluation framework.

The team member will also serve as the team’s sustainability reporting subject matter expert, keeping abreast of key developments across global reporting standards and frameworks and emerging regulations and liaising with related organizations as needed.

DUTIES AND RESPONSIBILITIES

- Manage CoP resources and advise senior members of the team on CoP Questionnaire enhancements for 2025.
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Job Opening | Manager, Sustainability Reporting and Content

- Support the development of guidance materials and other resources for Global Compact Country Networks and participating companies on the CoP by working in collaboration with other teams;

- Conduct research on global sustainability reporting frameworks. Update and inform team members of relevant updates on the reporting landscape and serve as the point person for content-related questions.

- Provide support services via help desk to participating companies, Global Compact Country Networks and internal teams to deal with questions on CoP content. Guide CoP Coordinator colleagues throughout the process of supporting various stakeholder groups and collaborate on different tasks as needed.

- Collaborate with UNGC Issue Leads and elaborate recommendations for senior members of the team to enhance the CoP questionnaire. Continue strategy for potential changes on the CoP questionnaire and integration of the Forward Faster KPIs.

- Manage translations of all CoP material (recorded info sessions, Academy 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 the Digital/IT team and relevant teams to inform Issue Leads. Prepare briefings, talking points and guidance to inform internal teams.

- Perform other duties as required.

COMPETENCIES

- Advanced university degree (e.g. Masters) 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 an advantage;

- Flexible and service-oriented team player with a can-do and eager-to-learn attitude;
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Job Opening  | Manager, Sustainability Reporting and Content

- Experience in client-facing role with strong stakeholder management skills;
- Ability to thrive in a fast-paced environment and distill complex situations and proven ability to manage multiple priorities and meet deadlines
- 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.

BENEFITS

- Salary Range $66,000 - $80,000
- 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.
- Paid Parental Leave
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

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

1. Cover Letter
2. Resume/CV

- Applications will be accepted until **9 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 may be provided to support participation in the recruitment process when requested.