Posting Title: Senior Manager, Communications & Content
Location: New York, NY

POSITION SUMMARY

Under the guidance of the UN Global Compact Head of Communications, the Communications and Content Senior Manager is responsible for driving and overseeing our digital and print communications. The successful candidate will work alongside UN Global Compact and Foundation for the Global Compact colleagues to plan, write, edit and review first-class content for all publications, reports and digital platforms. They will oversee the planning, development, and management of editorial communications and content produced for the UN Global Compact. They will also oversee longer-term plans to design and build a new website as part of our digital transformation working closely with other teams. They will play a key leadership role in defining our direction as a digital organization including what content to produce and how to share it so it communicates the vision and key values of the organization with a wide audience.

Under the guidance of the UN Global Compact Head of Communications, the Senior Manager will be responsible for the following duties:

- Content Strategy for the unit
- Editorial Communications
- Drafting, editing and proofreading
- Lead the design and building of a new website and oversee plan for long term management and optimization
- Communications innovation
- Supervise and nurture communications team staff members 3-6 communications team staff members
- Other duties as requested by the Head of Communications

DUTIES AND RESPONSIBILITIES

- Content Strategy
  - Develop feedback loops across the Comms team and other UNGC teams to ensure that our content strategy is aligned.
  - Work with the Programmes team and other substantive colleagues to develop content strategy and execute in a timely manner
  - Oversee work of brand and design team for the Global Compact and work closely with the social media and other content managers to ensure compliance of brand identity.

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- Ensuring consistency across all content, from websites to social media channels and videos
- Updating older content to meet new content standards
- Maintaining a calendar of project deadlines and content launch dates
- Develop a pipeline of impact stories from across the global organization: plug the right stories into the right channels and outlets to meet our objectives and maximize impact
- Collaborate with colleagues on the translations policy of the organization and its implementation

**Drafting, Editing and Proofreading**
- Draft, edit and proofread a wide range of communications materials. Ensure a consistent tone of voice as well as the look and feel according to UN Global Compact brand guidelines
- Advise on key messages that best resonate with the broader audiences

**Communications**
- Develop and implement communications strategies and comprehensive supporting plans to achieve communication unit goals.
- Provide editorial advice and direction to the other managers, coordinators, and consultants by breaking down ideas, suggesting appropriate channels and identifying underlying concepts.

**Editorial Communications**
- Pitch, report, write, revise, fact-check, and publish editorial content that advances strategic goals
- Write or oversee production of annual reports and impact reports to effectively showcase organizational learning and progress
- Coordinate with communications team members to ensure your work supports, and is effectively integrated into, our multi-channel campaigns

**Website Communications**
- Working closely with Digital other teams, oversee project management aspects of the Communications Team to deliver its part on the digital transformation of the website of the UN Global Compact
- Define overall UNGC.org direction and objectives for the Communications team as part of the digital transformation

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Translate these objectives into a roadmap for key website features and tools and define and approve the requirements using Asana tickets for development and user acceptance testing.

Leverage Google Analytics (GA4) to establish, measure and optimize KPIs.

COMPETENCIES

- Strong editorial skills and Content Strategy
- Monitoring and Reporting
- Leadership skills in supervising teams and staff. Experience in career development and training communications skills
- Must be passionate about the UN Global Compact’s mission and the work we do
- Must exhibit strategic planning and critical thinking skills
- Strong understanding of business English
- Web-based User Experience/Design including customer journeys and test and control based optimization
- Other Technical Skills
  - Proficient in PowerPoint and Word especially for formatting documents and/or creating templates that align with UN Global Compact brand
  - Knowledgeable of project management tools such as Asana
  - Google Analytics (GA4)

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
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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.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree (Bachelors or equivalent) preferably in business administration, management, communication, online marketing or related field.
- Minimum of one (6) year of relevant experience in project/programme management, administration, communication or relationship management.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.
- At least six years of experience in developing effective communications and/or digital media strategies, preferably in a high-growth environment
- Highly skilled at working with multiple stakeholders simultaneously and experience in communication strategy
- Supervising and coaching people of all backgrounds and skill levels to deliver the best content possible.
- Fluent in English Required, additional fluencies preferred.

EXPERIENCE PREFERRED

- Advanced degree
- Experience working in International or UN Communications
- Experience creating content in multiple languages.
- Experience working on issues related to corporate sustainability is preferred, and understanding of sustainability especially as it relates to UN-business collaboration is desirable.

BENEFITS

- Salary Range $101,000 - $110,000
- 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

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Please include the following materials in your email submission to hrinquiries@unglobalcompact.org with the subject heading “Senior Manager, Communications & Content”

1. Cover Letter
2. Resume/CV
3. Applications will be accepted until 2 October 2023
4. 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.

Interested in learning more about the UN Global Compact? Click here to sign up for our monthly Bulletin!

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