

Posting Title: Senior Manager, Development – PRME

Location: New York, NY

POSITION SUMMARY

The UN Global Compact's Principles for Responsible Management Education (PRME) initiative is seeking to identify a Senior Manager for Development to assume the responsibility for devising and executing the organization's fundraising and partnership strategy. This includes mobilizing resources to sustain the programmatic initiatives and foster innovation in PRME's engagement opportunities as well as reporting on financials to relevant stakeholders. The role involves spearheading fundraising initiatives and shaping the trajectory of the development strategy and associated programs. PRME seeks a candidate with specialized skills in fundraising, engaging donors, and aligning grants with our existing range of pedagogical and practical initiatives dedicated to advancing responsible management education. Additionally, this position will entail overseeing strategic collaborations aimed at building capacity and supporting PRME's mission and wider profile within the UNGC. We are currently seeking a highly motivated candidate to join our team, focusing on soliciting support from institutions and foundations, with a primary emphasis on ensuring the long-term financial sustainability of PRME's core offerings and programs.

The Principles for Responsible Management Education (PRME) is a United Nations-supported initiative founded in 2007 that aims to raise the profile of sustainability in their classrooms through Seven Principles focused on serving society and safeguarding our planet. PRME engages business and management schools to ensure they provide future leaders with the skills needed to balance economic, environmental, and social goals, while drawing attention to the Sustainable Development Goals (SDGs) and aligning academic institutions with the work of the UN Global Compact. In this capacity, PRME is passionate about collaborating with organizations that share a global perspective on the urgency of tackling the SDGs and advancing business education for sustainable development.

DUTIES AND RESPONSIBILITIES

- Map donors, develop outreach proposals and secure grants for PRME
- Manage PRME's strategic partnerships programme, including but not limited to tracking collaborations and drafting relevant agreements such as MOUs and contracts
- Manage donor relations and PRME's grant budgets
- Collaborate with the UN Global Compact Fundraising team to database potential donors and contributing UNGC businesses, develop joint proposals, and lead outreach efforts
- Coordinate PRME's sponsorship packages and proposals for the annual PRME Global Forum, leading on outreach to new and existing sponsors

- Support PRME Board relations as the liaison for the PRME Risk and Finance Committee; coordinate general committee outreach as needed
- Present reports and financial information at meetings to the Head of PRME, the PRME Board, and relevant UNGC staff
- Stay apprised of corporate sustainability and higher education landscape, partnerships, fundraising and implications for UN Global Compact and PRME
- Support and execute PRME's Global Collaboration Program in line with strategic priorities

EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

- Education:
 - Master's degree required as a minimum
 - Preference may be given to candidates with graduate degrees from PRME business schools in a relevant discipline (e.g. in Finance, Accounting, Development, International Business, Management, Business Administration or other social sciences)
- Work Experience:
 - 6-8 years of professional work experience is expected.
 - Three of those years should be specialized with nonprofit, higher education, or United Nations aligned project management.
- Fundraising Strategy Development:
 - Proven track record with grant writing, and the ability to create and execute comprehensive fundraising strategies aligned with PRME's missions and goals.
 - Skill in identifying and capitalizing on diverse funding sources, including grants, major gifts, corporate partnerships, and resource exchange/gifts-in-kind.
- Relationship Building:
 - Strong interpersonal skills to cultivate and maintain relationships with donors, alumni, community leaders, and other stakeholders.
 - Ability to network effectively and represent the organization at events and meetings.
- Communication Skills:
 - Excellent written and verbal communication skills to articulate the PRME and UNGC mission and fundraising needs clearly and persuasively.
 - Skill in preparing compelling proposals, reports, and other fundraising materials.
- Financial Acumen:
 - Understanding of financial management principles, budgeting, and fiscal responsibility.
 - Ability to analyze financial data, set fundraising targets, and track progress toward goals.
- Data Literacy:
 - Proficiency in using data to inform fundraising decisions and measure the effectiveness of various fundraising campaigns.

- Familiarity with fundraising software and databases to manage donor information.
- Leadership Skills:
 - Ability to lead and motivate a fundraising team, fostering collaboration and a positive working environment.
 - Skill in delegation and setting clear expectations for team members.
 - Staff management or senior advisory experience with subject matter support. Additional relevant degrees can be recognized in lieu of work experience.
- Donor Stewardship:
 - Commitment to donor stewardship, ensuring that donors feel appreciated and engaged with the organization.
 - Ability to create and implement donor recognition programs.
- Crisis Management:
 - Skill in handling crises or unexpected challenges that may impact fundraising efforts.
 - Ability to make informed decisions quickly and effectively in high-pressure situations.
- Ethical and Legal Compliance:
 - Knowledge of ethical fundraising practices and compliance with relevant laws and regulations.
 - Ability to navigate legal and ethical considerations in fundraising activities.
- Minimum Requirements:
 - Language: Fluency in English is essential (full command of both spoken and written). Knowledge of other languages is desirable.
 - Excellent writing skills are required.
 - IT Experience: Proficiency in MS Office Package (e.g. Word, Power Point, Excel, etc.) is essential.
 - US Work Authorization: This position is housed within the Foundation for the Global Compact [New York State non-profit, 501(c)(3)], and as such is not eligible for UN-visas or international sponsorship. Candidates without US work authorization cannot be considered.
 - Location Requirement: This position is hosted in the UN Global Compact offices of Midtown Manhattan. Candidates will be required to maintain weekly in-person and hybrid working hours.

BENEFITS

- Salary - \$100,000 - \$110,000
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option. (New York location only)
- 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 email submission to hrrinquiries@unglobalcompact.org with the subject heading “**Senior Manager, Development, PRME**”

- Cover Letter
- Resume/CV

Applications will be accepted until **01/30/2024**

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.