POSTING TITLE: Consultant, Fundraising
LOCATION: Flexible

DUTIES AND RESPONSIBILITIES

The Outreach and Engagement (OE) team of the UN Global Compact is seeking a Fundraising Intern to contribute to its work generating funds to support implementation of the Global Compact’s programmatic portfolio, which aims to work with business to advance the Sustainable Development Goals. The consultant will have a chance to learn all aspects of fundraising, from prospect research, donor value proposition development, proposal writing, and budgeting.

A successful consultant is forward thinking, highly organised and detail-oriented, and a self-starter. Ideally, he or she will have proficient skills in research, persuasive writing and communications, and Excel. The position is ideal for someone looking to gain exposure to numerous fields including the UN system, corporate sustainability, philanthropy, Government relations, and nonprofit management.

Some of the projects the consultant will work on include:

- Researching fundraising prospects and philanthropic trends
- Drafting proposals on topics such as gender equality, climate change, human rights, governance, and more
- Preparing briefings for high-level fundraising meetings
- Administrative support, including coordination across UN Global Compact teams, tracking funder cultivation, and supporting the Fundraising Task Force

QUALIFICATIONS

- Strong writing skills; ability to communicate persuasively in writing to craft funding proposals.
- Self-starter; effective organisational skills including planning, attention to detail and maintaining project timelines.
- Ability to research, synthesise and communicate information.
- Well versed in Excel and using Excel to track project progress
- Strong database aptitude, including data entry and report development, using Salesforce and other relevant tools.
- Proficiency in English (required).
- 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
- Interest and experience in sustainable development is preferable: To be able to support and engage with UN Global Compact participants and help them efficiently develop and deliver practical business solutions that help impact the SDGs as well as deliver their business results

Please, no phone calls or unsolicited e-mails outside of the submission process
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.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- 1-3 years of relevant experience in research, writing and administrative work or closely related experience utilising the skills listed above.

- Ability to work independently and through ambiguity.

- Helpful to have a working knowledge of how the SDGs or other ESG considerations are relevant to business planning and execution.

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Consultant, Fundraising”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 18 March 2022.

- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

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

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.