

Foundation for the Global Compact

Job Opening | Manager, Gender Equality



Posting Title: Manager, Gender Equality

Location: New York, NY

POSITION SUMMARY

The Foundation for the Global Compact seeks a highly motivated professional to manage programmatic work related to gender equality and social sustainability. The Foundation for the Global Compact directly supports the United Nations Global Compact which is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals.

DUTIES AND RESPONSIBILITIES

- Participate in the development and implementation of the gender equality strategy and work plan for the UN Global Compact and build the new portfolio of work on women's entrepreneurship and gender responsive procurement.
- Support the growth of the Target Gender Equality accelerator programme and regularly seek to identify new opportunities for growth of the UN Global Compact and impact on social sustainability and gender equality.
- Build and manage relationships with external stakeholders and other UN offices such as UN Women, by planning meetings, providing analyses, and engaging them in events and activities led by the UN Global Compact.
- Manage the UN Global Compact's evolving workstream on women's entrepreneurship and inclusive procurement, including multi-partner initiatives such as the Women's Entrepreneurship Accelerator.
- Provide timely and quality responses and communication on key messages relating to the way responsible business can contribute to the achievement of SDG 5 by implementing the Women's Empowerment Principles (WEPs), joining the Target Gender Equality accelerator programme and finding opportunities in the workplace, marketplace and community to help advance gender equality.
- Oversee the management of the WEPs Gender Gap Analysis tool and related resources and materials.
- Take a lead on numerous gender equality activities aimed at supporting business action to advance SDG 5, including Global Compact Academy sessions, events on social sustainability and gender equality issues, and the development and curation of relevant tools and resources.
- Provide substantive input and gender expertise to cross-office reports and deliverables.
- Support UN Global Compact meetings, conferences and workshops related to social sustainability and gender equality topics and issues covered by the UN Global Compact's 10 Principles, the SDGs and the WEPs, including proposing agenda topics, identifying participants and speakers, preparations of meeting documents, ensuring follow-up of outcomes and decisions, and coordinating with communications/advocacy staff to identify,

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write and disseminate promotional materials, launch campaigns and handle public relations events.

- Deliver presentations, facilitate workshops and represent the UN Global Compact at external events and meetings.
- Prepare policy briefs, analytical briefs and talking points related to social sustainability and gender equality for the Executive Director.
- Perform any other duties assigned by the supervisor or the Executive Director.

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

Education: Master's degree in the field of social science, political science, humanities, or a related field.

Experience: Minimum of 5 years of relevant experience related to corporate sustainability and gender equality; Experience in implementing and promoting sustainability practices and strategies is required; Gender equality expertise is required; Experience working on issues related to women's entrepreneurship and/or gender-responsive procurement is an asset. Proficiency across a range of platforms and applications is preferred. Experience with PowerPoint, Excel, Pardot and Salesforce is an asset.

Language: Fluency in English is required. Knowledge of a secondary language is desirable

RECRUITMENT PROCESS

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

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- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading:” **Manager, Gender Equality**”
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **30, June 2021**.
- 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.

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