**Foundation for the Global Compact**

Job Opening  | Consultant, Board Relations

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**Posting Title:** Consultant, Board Relations, Chief of Staff Team  
**Location:** Flexible  
**Duration:** 6 months – temporary position

The UN Global Compact is the world’s largest corporate sustainability initiative with over 11,000 participating companies in 163 countries, and 68 Local Networks around the world. We enable and support companies across all sectors, geographies and sizes in their efforts to help meet the Sustainable Development Goals. Today 75% of companies that participate in the UN Global Compact have implemented activities to advance the SDGs. We are an ambitious team, energized behind our mission of mobilizing a global movement of responsible companies and organizations to create the world we want.

The UN Global Compact Board, appointed by the United Nations Secretary-General, is designed as a multi-stakeholder body, providing ongoing strategic and policy advice for the initiative as a whole and making recommendations to the Global Compact Office, participants and other stakeholders. Board members are champions who advance the Global Compact’s mission, acting in a personal, honorary and unpaid capacity.

**POSITION SUMMARY**

We are seeking an experienced, motivated and diligent Consultant to successfully manage relations with the UN Global Compact Board. The consultant will provide support to Board Members’ engagement in the Global Compact’s strategy development process and plan and execute the next virtual Board Meeting in January 2021. The consultant will have excellent writing skills and will gather content from across the Office to write the annual Management Report for the Board. Overall, the consultant will work closely with the Chief of Staff of the UN Global Compact to further enhance Board Members’ engagement in the work of the Compact.

**DUTIES/RESPONSIBILITIES**

- Support the engagement of Board Members in the UN Global Compact’s strategy development process, including support for two virtual strategy sessions (November and December 2020).
- Plan and execute a virtual Board Meeting (January 2021) including agenda development, logistical planning and support, participation tracking, and connecting with support staff.
- After January 2021 Board meeting, prepare draft Board Meeting minutes, public-facing Board Report and post-meeting follow-up materials.
- Draft the 2020 UN Global Compact Annual Management Report, working across the Office to gather input.
- Work with colleagues across the Office to develop and implement a plan to enhance Board Member engagement across various areas of the Global Compact’s work – programmes, Government engagement, Local Networks and strategic events.
- Develop an approach to evaluate Board Members, support the transition of Board Members, and the on-boarding of any new appointments.
- Support Board Member engagement in UN Global Compact flagship events.

*Please, no phone calls or unsolicited e-mails outside of the submission process*
Draft a monthly communication to Board Members and respond in a timely manner to any inquiries via the Board Relations email account.

**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:**

- Advanced university degree (Master’s degree or equivalent) in international relations/development, business administration, law, public administration or related field.

**Experience:**

- A minimum of five years of work experience is required, including experience working in corporate sustainability.
- Significant project management expertise, alongside a demonstrated capacity to plan and organize meetings of c-suite level executives. Previous experience supporting Board Relations is desirable.
- Excellent written and oral communication skills.
- Superb interpersonal and collaborative skills.
- Strong organizational skills and ability to prioritize a varied workload. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.
- Strong problem-solving skills, analytical skills, and attention to detail.

**Language:** Proficiency in English is essential. Knowledge of other UN official languages is desirable.

**BENEFITS**

- Competitive Salary
- Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas

**RECRUITMENT PROCESS**

*Please, no phone calls or unsolicited e-mails outside of the submission process*
Please include the below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading "Consultant, Board Relations":

- Cover letter
- Resume/ CV

Applications will be accepted until 25 October 2020.

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