

POSITION SUMMARY

The UN Global Compact is the world's largest sustainability initiative with over 11,000 participating companies in 163 countries and 68 Local Networks around the world. It enables and supports companies across all sectors, geographies and sizes in their efforts to help meet the Sustainable Development Goals. Today, 75% of the companies that participate in the UN Global Compact have implemented activities to advance the SDGs. The strategic ambition of the Global Compact is to accelerate and scale the global collective impact of business by upholding the Ten Principles and delivering the SDGs through accountable companies and ecosystems that enable change. The United Nations Global Compact is supported by the Foundation for the Global Compact, a U.S.-based non-profit that exists solely to provide vital financial, operational and programmatic assistance to the work of the UN Global Compact

The UN Global Compact Board, appointed and chaired 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. It comprises four constituency groups — business, civil society, labour and the United Nations. Board members are champions willing and able to advance the Global Compact's mission, acting in a personal, honorary and unpaid capacity. In close coordination with the Chief of Staff, the Manager will lead, shape and manage relations with the multi-stakeholder Board, developing and managing all related processes, strengthening Board Member engagement across the Global Compact and its Local Networks and organizing related functions, meetings and events. The Manager will also organize and draft a range of written outputs, including the UN Global Compact Annual Management Report, quarterly updates, and other relevant strategic documentation and communications for the UN Global Compact Board.

DUTIES AND RESPONSIBILITIES

- Plan and execute the bi-annual Board Meetings as well as any other strategic Board briefings throughout the year:
 - Develop the agendas, runs of show, presentations and talking points for the CEO and Vice-Chairs as well as any pre-read documents. Support the drafting of the SG's talking points, providing input to the Communications team.
 - Organize and manage logistics, including technical logistics, ensuring adherence to UN protocols as required. Manage Board Member participation, liaising with their support staff to confirm the details of their participation.
 - Prepare the draft Board Meeting minutes, public-facing Board Reports and post-meeting follow-up materials.
- Manage relations with Board Members and their offices, acting as a liaison for the CEO and Executive Director.
- Prepare and contribute to strategic briefings, presentations, talking points and other materials for the CEO, the Vice-Chairs and the Executive Management Team in relation to Board agenda items.
- Update Board Engagement plans on a quarterly basis, working with teams across the office to identify new opportunities that would benefit from Board participation and liaising with Board Member offices to facilitate their engagement across programmes, strategic events, UN-Government relations and with Local Networks. Monitor and track Board Member engagement.
- Draft monthly updates and communications for the Board, gathering inputs from across the office and working with the Special Assistant to transmit.
- Support the selection and on-boarding process for any new appointments to the Board as well as renewals and transitions of existing Board Members, working in close collaboration with the Executive Office of the Secretary-General.
- Draft the Annual and Quarterly Management Reports, gathering input from across the Office and reviewing, editing and compiling into high-quality business-style reports for the Board.
- Support the annual Board Member evaluation process, ensuring consistency with the Board Terms of Reference.

COMPETENCIES

- **Planning and Organization:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communications:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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

- Advanced university degree (Master's degree or equivalent) in international relations/development, business administration, management, public administration, law or a related field is required.
- Minimum of five years of relevant experience, including in the corporate sustainability space.
- Significant project management expertise, alongside a demonstrated capacity to plan and organize meetings of C-Suite level executives. Previous experience supporting a Board is desirable.
- Strong written and oral communication skills, stakeholder management skills and exceptional attention to detail.
- Superior interpersonal and collaborative skills. Experience supporting senior executives in a fast-moving, multicultural and international environment is desirable.
- 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.

Foundation for the Global Compact

Manager, Board Relations



- Strong problem-solving and analytical skills.
- Excellent range of IT skills with advanced knowledge of Microsoft Office.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages is desirable.

BENEFITS

- Competitive Salary
- 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.
- Maternity leave - 16 weeks with full pay.
- Paternity leave - 4 weeks with full pay.
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “**Manager, Board Relations**”
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until, **9, April 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.

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.