

Foundation for the Global Compact

Job Opening | [Coordinator, PRME](#)



Posting Title: [Coordinator, PRME](#)
Location: New York, NY

POSITION SUMMARY

The Principles for Responsible Management Education (PRME) is a United Nations-supported initiative founded in 2007 as a platform to raise the profile of sustainability in schools around the world, and to equip today's business students with the understanding and ability to deliver change tomorrow. Working through Six Principles, PRME engages business and management schools to ensure they provide future leaders with the skills needed to balance economic and sustainability goals, while drawing attention to the Sustainable Development Goals (SDGs) and aligning academic institutions with the work of the UN Global Compact. The Coordinator, PRME will be responsible for overseeing the engagement with supporting organizations, partners and stakeholders of PRME.

DUTIES AND RESPONSIBILITIES

- The Coordinator role will focus on partnerships, issue-area Working Groups, alignment with the UN Global Compact programmatic work, and fundraising;
- Conduct review of supporting organizations and partners in connection to the PRME Strategy;
- Developing and executing a strategic plan for partnerships in alignment with the overall strategic direction of PRME;
- Build Partnership Guidelines and Memorandum of Understanding (MoU);
- Oversee engagement and development of issue-area Working Groups;
- Actively seek and foster relationships with prospective partners and stakeholders;
- Fundraising (e.g. through partnerships and specific projects);
- Programmatic alignment with UNGC (e.g. UN Global Compact Academy, Global Impact Initiatives, etc.);
- Other tasks in support of the work of PRME Secretariat.

EXPECTED RESULTS

- Actionable plan for engaging partners and stakeholders to support the realization of PRME's Mission and strategic direction, and to scale up existing programmes and projects;
- Successful implementation of the strategic plan for partnerships;
- Accelerate the coordination and enable the work of issue-area Working Groups;
- Successfully develop concrete connections between UN Global Compact programmatic work and PRME engagement opportunities;
- Drive a forward-looking fundraising effort in support of PRME's Vision, Mission, and strategic priorities.

COMPETENCIES

- Excellent communication skills (e.g. written, verbal, and digital proficiency);
- Excellent conduct in inter-personal conversations, professional relationships, and networking;
- Profound experience in multi-stakeholder partnerships with robust knowledge on the SDGs;
- A strong background in academia and collaboration with private sector, government and civil society;
- Concrete experience in strategic planning and implementation;
- Concrete experience in fundraising (e.g. previous work with Foundations, corporate sponsorship, government grants, etc.);
- International and interdisciplinary experience is desirable;
- Sufficient knowledge of the United Nations and the 2030 Agenda for Sustainable Development.

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

- Master's degree required as a minimum (e.g. in International Business, Development, Management, Business Administration or other social sciences); PhD degree is desirable;
- Minimum of five years of relevant experience in partnership management, fundraising, administration, communication, relationship management;
- Experience in academia and working on issues related to sustainability is preferred;
- Understanding of sustainability especially as it relates to UN – private sector collaboration is desirable;
- Proficiency in English is essential (full command of both spoken and written). Knowledge of other official UN languages is desirable;
- Proficiency in MS Office Package (e.g. Word, Power Point, Excel, etc.) is essential. Experience with Social Media platforms, Adobe Creative Cloud, CMS, and other digital and project management tools are 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 documents in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading "**Coordinator, PRME**":
 - Cover Letter
 - Resume/CV
- Applications will be accepted until **November 1st, 2020**;
- 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 United States. The Foundation for the Global Compact does not sponsor work visas.

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