

Foundation for the Global Compact

Job Opening | Coordinator, Strategic Planning, Monitoring & Evaluation and Board Relations



Posting Title: Coordinator, Strategic Planning, Monitoring & Evaluation and Board Relations

Location: New York, NY

POSITION SUMMARY

The UN Global Compact is the world's largest sustainability initiative, with over 15,000 participating companies. It enables and supports companies across all sectors, geographies and sizes in their efforts to keep the promise of the Sustainable Development Goals.

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 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.

The Foundation for the Global Compact is seeking a Coordinator to support the Strategic Planning, Monitoring & Evaluation and Board Relations units, within the Chief of Staff team.

DUTIES AND RESPONSIBILITIES

Working closely with the Chief of Staff team, the Coordinator will be responsible for supporting:

- Strategic planning processes for tracking and reporting progress and results, and incorporating findings towards delivery of the Global Compact's 2021-2023 Strategy
- Preparation of materials development and coordination of key annual planning milestones, including meetings of the Board of the Global Compact, as well as various retreats of the Executive Management Team.
- M&E processes and integration throughout the organization, including data collection processes, workshops and training
- Development of the Global Compact Annual Report and quarterly updates, which provide internal stocktaking of how we are delivering our Strategy, including visualizations for stakeholders, such as the Board
- Support the organization of biennial Board Meetings, overseeing logistics details to ensure successful events
- Regular communications and support to Board Members in their role as advocates for the Global Compact including the annual evaluation process and onboarding of new Members, in line with the Terms of Reference

RESULTS EXPECTED

The Coordinator will support the delivery of:

- A timely, effective and relevant annual strategic planning process, backed by high-quality data and monitoring & evaluation, providing valuable insights to the CEO and Executive Management Team in advancing the mission of the Global Compact
- Overall functioning of the Board of the Global Compact, providing the Secretary-General with strategic guidance on the Global Compact and successful execution of two Board Meetings on an annual basis

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

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:**
 - First-level university degree in business, management, international relations, development or a related field is desirable
 - An advanced university degree (Master's degree or equivalent degree) is desirable
- **Work Experience:**
 - At least 3 years of relevant experience in project/programme management; strategic planning; monitoring & evaluation; and/or reporting is required
 - Experience managing logistics for high-level events is desirable
 - Experience working with M&E metrics development, collection and visualization is desirable
 - Experience working with an Advisory Board or similar entity is desirable
 - Experience working with the United Nations, Government, the private sector or civil society on corporate sustainability is desirable
- **Languages:**
 - Fluency in English is required.
 - 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 UNGC1@unglobalcompact.org with the subject heading “**Coordinator, Strategic Planning, Monitoring & Evaluation and Board Relations**”:
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **19 August 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.
- **Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas**

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