

# Foundation for the Global Compact

Job Opening | Senior Manager, Operations and Logistics, Strategic Events



**Posting Title:** Senior Manager, Operations and Logistics, Strategic Events

**Department/Office:** Foundation for the Global Compact

**Duty Station:** New York, NY

## **OVERVIEW:**

The United Nations Global Compact is seeking an experienced senior events manager to develop and execute world class global events programming in collaboration with colleagues around the world.

The UN Global Compact convenes businesses and other stakeholders to drive corporate action on the UN Sustainable Development Goals. These convenings range from large global events with a large global audience to intimate local or regional convenings around key global issues, such as Living Wage, Climate Action, Sustainable Finance. The Senior Manager, Operations and Logistics, Strategic Events position requires exceptional project management skills, diplomacy, global knowhow, and the ability to work with colleagues cross functionally and in local networks around the world to deliver exceptional experiences for our stakeholders.

The Events team, led by a Head of Events, oversees the delivery of a key strategic engagement method for the UN Global Compact. The Senior Manager, Operations and Logistics, Strategic Events position will lead the production and execution of UN Global Compact flagship events, creating a high-quality, memorable attendee experience that strengthens the brand and showcases the value proposition of the UN Global Compact as the global convener for sustainable business and multi-stakeholder partners. This key role within the strategic events team will need to collaborate with events team functions like programming and registration, but also cross functionally with members of the Programmes team, the Africa Strategy team, and Local Networks.

The Senior Manager, Operations and Logistics, Strategic Events is responsible for creating enabling environments for the events team to do their best work. This includes leveraging strong project management skills, developing meeting agendas, leading meetings, documenting meeting outcomes and actions, and communicating with key stakeholders within the organization. The Senior Manager, Operations and Logistics, Strategic Events will be the primary individual responsible for sourcing and contracting venues, securing AV, arranging décor, selecting menus, and managing room blocks for a range of events in the USA and abroad. The position will also be deeply involved in the Global Africa Business Initiative, which includes an annual flagship event in New York City during UNGA week in collaboration with the EOSG. Within this project, the Senior Manager, Operations and Logistics will also be responsible for the effective management of several key partners, including an agenda development and speaker mobilization vendor.

Experience and knowledge of the Sustainable Development Goals, corporate sustainability, and global event sector is strongly preferred.

## **ABOUT THE UN GLOBAL COMPACT:**

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 15,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to create the world we want. Each year the UN Global Compact hosts a series of flagship events that build on our unique principles-based approach, anchored in United Nations conventions and resolutions, to elevate our brand and raise the sustainability platform, showcase core programmatic work and unveil the latest intelligence in corporate sustainability. These events are designed to connect leaders, promote best practices and create partnerships for lasting change.

## **JOB DESCRIPTION:**

Main Responsibilities: Event Operations, Event Logistics, Project Management, Communication

### **Event Operations:**

- Define and communicate key milestones for flagship events to stakeholders
- Establish best practices for working with UNGC's production, logistics, and content vendors
- Adhere to budgets, track expenses, and process invoices in a timely manner
- Approach all events with a customer-first mindset, creating the best possible experience for our attendees
- Manage and track events-related contracts and ensure they are accessible to the full team throughout the planning process

### **Event Logistics:**

- Manage external vendors, including event logistics, production, and content
- Identify, contract, manage, and finalize room blocks for UNGA week
- Identify, contract, and manage venues required for flagship events, supporting Programmes and Africa Strategy teams as required
- Contract audio visual vendors based on event requirements, supporting Programmes and Africa Strategy teams as required
- Select sustainability-first menus and décor for flagship events, supporting Programmes and Africa Strategy teams as required
- Offer guidance on directional signage as required

### **Project Management:**

- Lead the development of agendas for meetings, ensuring appropriate input from key team members and stakeholders
- Document meeting outcomes and action items, sharing recaps with the team and following up on action items in advance of deadlines

- Improve, simplify, and streamline workflows
- Communicate deadlines clearly to key stakeholders in the planning process, creating an environment where identified timelines can be met or improved

## **Communication:**

- Communicate key event milestones to Local Networks via core channels of communication
- Communicate with key stakeholders outside of the planning team, including other UN entities and the EOSG
- Communicate with the Front Office ensure full transparency of relevant schedules

## **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- At least 8 years of relevant work experience
- Undergraduate degree is required; Relevant advanced degree in Events, Business or Non-Profit Management, Sustainability, Political Science preferred
- Knowledge of SDGs, Corporate sustainability preferred
- Background in events, communications, or corporate sustainability in the private sector, civil society, or UN agency required
- Excellent written and verbal communication skills required
- Self-starter
- Flexible and service-oriented team player
- Strong project management skills
- Positive team member
- Highly organized with a strong attention to detail
- Creative with a mindset for continuous improvement in our work
- Aligned with the values and behaviors of model of the UN Global Compact
- Ability to travel as needed both domestically and internationally (up to 3 times per year)

## **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.

## BENEFITS

- Salary Range \$100,000 - \$110,000
- 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.
- Paid Parental Leave
- Medical /dental/vision employee coverage

## RECRUITMENT PROCESS

Please include the below documents in your email submission to [hrrinquiries@unglobalcompact.org](mailto:hrrinquiries@unglobalcompact.org) with the subject heading “**Senior Manager, Operations and Logistics, Strategic Events**”:

- Cover Letter
- Resume/ CV
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Applications will be accepted until **8 March 2024**

**Please note that candidates must be eligible to work in the United States.**

Given the anticipated volume of submissions, we will likely only contact select candidates.

**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.**