

# Foundation for the Global Compact

Job Opening | Senior Manager, Communications (Editorial)



**Posting Title:** Senior Manager, Communications (Editorial)

**Location:** New York, NY

## HELP US DELIVER THE SUSTAINABLE DEVELOPMENT GOALS

The Sustainable Development Goals (SDGs) are the collective plan of global commitments required to end extreme poverty and hunger, tackle climate change and create a more socially inclusive world by 2030.

This is a significant multi-stakeholder effort agreed at the UN which cannot be delivered by Governments and Civil Society alone. The actions, innovations and finances of the private sector are critical to our ability to deliver.

We are the world's largest corporate sustainability initiative with over 9,000 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 SDGs. Today 75% of participating companies have activities to advance the SDGs. But 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. And we want to do much more.

## POSITION SUMMARY

We are seeking an experienced publication manager and business writer to turn the UN Global Compact's principles and mission into compelling copy and reports that make the case for corporate sustainability.

The Senior Manager, Communications (Editorial) will work closely with our Programme Team to write and edit high quality reports, publications, brochures and web pages for a business audience. We need an excellent writer who is also a sustainability expert.

He/she will also produce, write and edit our annual Progress Report, our monthly Bulletin and other key editorial products in close collaboration with our Senior Design Manager according to our brand guidelines.

## DUTIES AND RESPONSIBILITIES

- Partner with the Chief Communications Officer to plan and guide content development for editorial products.
- Absorb business and technical content and distill into compelling and differentiated copy for various audiences
- Tease out complex issues and formulate messages that will work for a wide variety of audiences
- Partner with our in house Senior Design Manager and external designers to create world-class publications and content for online and printed publications

*Please, no phone calls or unsolicited e-mails outside of the submission process*



- Work with printers to produce ensure quality publications are delivered and distributed on time
- Increase our monthly Bulletin newsletter's reach and engagement through intriguing headlines, clear design and compelling copy
- Additional projects as assigned including writing articles and op-eds for publication in top tier media outlets

## RESULTS EXPECTED

Successful development and execution of compelling and effective communication tools and publications.

## 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

- 8-10 years of experience in communications and publications management
- Creative and compelling storyteller
- Excellent business writing and editorial skills
- Experience in corporate sustainability
- Demonstrated initiative and ability to work independently but equally comfortable working in a diverse team environment and often under deadline pressure
- Ability to produce content/copy within tight deadlines and for different audiences

## Proven delivery of results:

- Must be able to manage multiple priorities (including content management demands), communicate status appropriately, and maintain a high level of operational transparency and accountability.

# Foundation for the Global Compact

Job Opening | Senior Manager, Communications (Editorial)



- Delivers to clear goals within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required.
- Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary
- Excellent oral and written communication, interpersonal and collaborative skills.
- Strong organizational skills and ability to prioritize a varied workload
- Strong problem-solving skills, analytical skills, and attention to detail
- Proficiency in English is required.

## 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 [hriquiries@unglobalcompact.org](mailto:hriquiries@unglobalcompact.org) with the subject heading " Senior Manager, Communications (Editorial)":
  - Cover Letter
  - Resume/CV
  - Writing examples
- Applications will be accepted until **31, December 2019**.
- 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

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!