

**POSTING TITLE:** Manager, Environment and Climate

**LOCATION:** New York

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## POSITION SUMMARY

The Manager, Environment and Climate will manage the delivery of programmatic activities on nature and biodiversity, its nexus with climate change, as well as activities on climate change adaptation. Working closely with the wider Environment and Climate team, other teams across the UN Global Compact and Global Compact Networks, the Manager will contribute to the promotion of implementation of nature-positive action by the private sector, contributing to the delivery of the UN Sustainable Development Goals and the Global Biodiversity Framework. The Manager will also manage the delivery of activities towards mobilizing companies on climate change adaptation.

## DUTIES AND RESPONSIBILITIES

The Manager will lead in the implementation of programmatic activities in support of the Environment and Climate Strategy of the UN Global Compact, in particular in relation to nature and biodiversity, including its nexus with climate change, coordinating with other teams, Local Networks and participant companies. In particular, the Manager will:

- Advance UN Global Compact's issue area strategy on Nature and Biodiversity including programme development, engagement and impact measurement.
- Lead in the planning and implementation activities on Nature and Biodiversity, consolidating the position of UN Global Compact among the business community in relevant international fora, such as the Convention on Biological Diversity and the UN Environment Assembly.
- Lead and manage, alongside the incoming Nature and Biodiversity secondee, the implementation of the "Think Lab on Biodiversity", including through background research, coordination and company tracking.
  - Manage day-to-day communication and consultations with Think Lab companies and partners.
  - Manage and guide Think Lab consultants and content partners in the development of Think lab deliverables
- Support the development of Think Lab deliverables through substantive input, facilitation of reviews, and coordination with UN Global Compact's communications and marketing teams.
  - Support the mainstreaming of Think Lab deliverables through the Academy, Accelerator, Peer Learning Groups, as applicable.
- Develop Talking Points and Briefing notes on Nature and Biodiversity, the climate-climate nexus and related issues.
- Deliver advocacy and corporate engagement programs on nature and biodiversity with Local Networks.
- Provide inputs to administrative tasks such as inputs to unit work plans and budget processes and other related activities.

- Support strategic event planning, including drafting and/or review of invitations, identifying speakers, coordinating with partners and sponsors, preparing speaker briefings, developing and disseminating follow up reports and communications, and organizing partner debriefs.
- Provide support to UN Global Compact meetings, conferences and workshops related to corporate nature-positive action, UN Global Compact Leaders Summit and relevant UN Conferences and events.
- Perform other duties as assigned.

## RESULTS EXPECTED

- Think Lab participating companies and partners are actively engaged.
- Positioning the UNGC as a driver for engagement of businesses in nature-positive action.
- Cross pollination of key issue areas for biodiversity is effectively addressed in the Think Lab. Such issue areas may include Human Rights, Food Systems, Labor, among others.

## COMPETENCIES

### Works and manages in diverse teams and across geographies:

- Works collaboratively with colleagues in different teams to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others;
- Manages and leads a motivated team to high levels of delivery

### Passion for client service and client impact

- Effectively meets participating company needs. Takes responsibility for company satisfaction and impact. Demonstrates professional qualities and demeanor that commands attention and respect from key decision makers
- Builds trusted and productive relationships with key UNGC and Local Networks staff.
- Seeks ways to improve service and recommends solutions

### Advanced proficiency in key digital tools and analytical skills

- Advanced proficiency in essential communications and reporting tools: Excel, PowerPoint, Word
- Proven experience in analyzing data to extract insight around engagement results, impact of activities and global sustainability trends

### Proven delivery of results:

- 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.

## 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 -\$66,000 - \$80,000
- 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

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- **EDUCATION:** A first-level university degree in environmental sciences, business administration, management, economics, political science, social science or related field.
- **WORK EXPERIENCE:** Minimum of five(5) years of relevant experience in project/programme management, administration, communication or relationship management. Experience working on issues related to corporate sustainability is required and understanding of sustainability especially as it relates to UN-business collaboration as well as prior experience on corporate action for biodiversity is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

## RECRUITMENT PROCESS

# Foundation for the Global Compact

Job Opening | Manager, Environment and Climate



Please include the following materials in your e-mail submission to [hrinquiries@unglobalcompact.org](mailto:hrinquiries@unglobalcompact.org) with the subject heading “**Manager, Environment and Climate**”:

- Personal statement of what interests you about this job opportunity.
- Resume/CV

Applications will be accepted until **May 3, 2024**

Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

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

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.