



Global Compact
Network Canada

POSITION TITLE: Executive Director of UN Global Compact Network Canada

LOCATION: Canada, Remote

DEADLINE: 24 APRIL 2023

UNITED NATIONS GLOBAL COMPACT

The United Nations Global Compact is the world's most influential corporate sustainability initiative counting, with more than 12,000 companies and 3,500 non-business signatories based in over 160 countries and with 69 Global Compact Local Networks around the globe. Launched in 2000, the United Nations Global Compact calls for companies to align strategies and operations with ten universal human rights, labour, environment, and anti-corruption principles and to take actions that advance societal goals.

UN GLOBAL COMPACT NETWORK CANADA

Launched in June 2013, the UN Global Compact Network Canada (UN GCNC) is a self-governing entity working closely with the UN Global Compact Head Office in New York, in accordance with a Memorandum of Understanding.

UN Global Compact Network Canada is Local Network of the UN Global Compact. It is dedicated to assisting Canadian organizations with advancing the Ten Principles of the UN Global Compact and implementing the 17 Global Goals. In doing so, the Local Network Canada unifies and builds the capacity of the Canadian private sector to embrace sustainable business practices by convening and accelerating opportunities for multi-stakeholder collaboration.

The Executive Director is the most senior person in the Local Network and is appointed by the UN GCNC Board.

SUMMARY OF THE POSITION

Head of the Local Network Office and reporting to the Local Network's Board of Directors based on criteria set forth by the UN Global Compact, the **Executive Director** of UN Global Compact Network Canada is responsible for overseeing and executing the Network's mission by enabling business model success, nurturing strong internal and external relationships and ensuring that all activities conducted by the UN Global Compact are aligned to the critical business needs and implementation of Agenda 2030.



As the Executive Director, one of the key leadership duties is to oversee and effectively manage all operational and administrative functions of the Local Network, such as leadership development, financial management, event planning, and upholding the organization's integrity and governance standards.

The Executive Director is expected to liaise regularly with the Global Compact Office and ensure alignment with the UN Global Compact's policies and Local Network Quality Standards. As the highest-level executive of the Secretariat, the Executive Director must have a **minimum of seven to ten years of experience** in corporate sustainability, private sector engagement and project management, including managing, and supporting multi-stakeholder initiatives. Experience in international sustainable development is strongly desired.

DUTIES AND RESPONSIBILITIES

- Leading the execution of Local Network Canada's strategy, approved by the Board, value proposition and associated programmes in line with both UN Global Compact and national priorities.
- Reporting to and working collaboratively with the Local Network Canada Board and managing Board relations to improve the overall governance of the Local Network Canada, including collecting and circulating any relevant information to the Board.
- Representing the Local Network Canada within the UN Global Compact as well as externally vis-à-vis companies, Governments, UN, traditional and social media, and other stakeholders.
- Establish Local Network Canada as a prominent thought leader and a dependable advisor in the arena of sustainable business practices, thereby increasing its visibility and influence. Advancing thought-leadership in current and emerging areas of corporate sustainability.
- Provides leadership to the overall management of the Local Network Canada (team/staff), implementing a values-based management approach. This includes the development and implementation of the UN Global Compact Network Canada strategy and providing intellectual leadership and strategic guidance to the office's staff.
- Oversees the development of the activity plan, annual report, budget, and overall progress of the local network, setting specific objectives, performance measurements, standards and expected results.
- In collaboration with the Local Network Canada team and Board, assesses progress and performance to ensure delivery of results as planned.



- Maintains and promotes a culture of openness that promotes teamwork and empowerment of staff that is conducive to delivering results and performance according to organizational, personal, and professional standards of efficiency, accountability, and integrity.
- Empowering and nurturing the Local Network Canada team to perform at the highest ethical standard.
- Overseeing recruitment and retention activities including pitching the Local Network Canada 's value proposition and supporting UN Global Compact companies and other organizations' efforts in meeting reporting requirements.
- Maintaining regular communication with Global Compact Office, responding to Global Compact Office consultations, and reporting requests, ensuring full alignment with Local Network Quality Standards, and safeguarding UN Global Compact's integrity and brand.
- Overseeing the organization of the annual general meetings and maintaining mechanisms to feed participant feedback into Local Network Canada strategy and programmes.
- Develop and forge relationships with existing and prospective members with an emphasis on growing the network's membership and providing value-add resources and programming to companies.
- Take charge of government relations activities, including the preparation of funding proposals, the execution of programs, and the provision of timely and accurate reports to government agencies.
- Managing strategic partnerships including with other UN agencies.

QUALIFICATIONS

- A minimum of seven to ten (7-10) years of experience corporate sustainability, private sector engagement and project or programme management related to the Network's programmes and mandates, including managing, and supporting multi-stakeholder initiatives. Experience in international sustainable development is strongly desired.
- Relevant experience from working in or with the private sector on corporate sustainability and/or related areas.
- Ability to build strong relationships with Canada's corporate and non-for-profit community (existing client relationship experience seen as an asset).
- Solid understanding of the Ten Principles of the UN Global Compact and the 17 Sustainable Development Goals and enthusiasm for the opportunities they represent to business.



- Knowledge and understanding of current legislation around labour practices, employment standards act, health & safety, human rights, and other standard human resources policies.
- Excellent networking and interpersonal skills and ability to represent the Local Network Canada in high-level events, media, and multi-stakeholder meetings.
- Experience in managing a team and engaging with a professional Board of Directors to achieve results driven outcomes.
- Demonstrate strong financial acumen, including a thorough understanding of financial statements, budgets, and profit and loss (P&L) statements, with the ability to interpret and analyse financial data to inform strategic decision-making.
- Strong written and verbal communication skills, including full proficiency in English.
- Proficiency in French is strongly preferred.
- Proven ability to deliver presentations to senior leadership and high-level partners.
- Demonstrated understanding of the interests, challenge and needs of national business to implement corporate sustainability.

LEADERSHIP QUALIFICATIONS

- **Strong communication skills:** The Executive Director should be able to clearly and effectively communicate with their team members and stakeholders to convey their vision, goals, expectations, and feedback.
- **Strategic thinking:** The Executive Director should have the ability to think critically and strategically to develop and execute plans that align with the organization's goals and objectives.
- **Emotional intelligence:** The Executive Director should be able to understand and manage their own emotions, as well as those of their team members, to create a positive work environment and foster healthy relationships.
- **Decision-making:** The Executive Director should have strong decision-making skills to analyze information, weigh options, and make informed decisions that benefit the organization and its stakeholders.
- **Adaptability:** The Executive Director should be able to adapt to changing situations and environments, be open to new ideas and perspectives, and adjust their approach accordingly to lead their team to success.

CORE VALUES

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; 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 behaviour.

- **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 behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

COMPENSATIONS AND BENEFITS

- Bonus programme based on organization and personal performance.
- Health and Dental Benefits.
- Paid Vacation Time.
- Paid sick, personal, religious observance and bereavement days.

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to hr@unglobalcompact.ca with the subject heading "Executive Director":
 - Cover Letter
 - Resume/CV
- Applications will be accepted until 24 April 2023.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

We are committed to creating a diverse and inclusive environment of mutual respect. The UN Global Compact Network Canada 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.