



Program Manager, Outreach and Engagement

New York, NY

Job Title:	Program Manager, Outreach and Engagement
Reports To:	Head of Business Investment for Education Impact Executive Director

About the Organization

The Global Business Coalition for Education (GBC-Education) is a movement of businesses committed to ending the global education crisis. Established by Theirworld in 2012, its mission is to ensure that every child has the best start in life, a safe place to learn, and skills for the future.

The Global Business Coalition for Education leverages the collective power of businesses, government, international organizations, NGOs, youth, and other stakeholders to deliver free, equitable, and inclusive quality education for all.

With a network of more than 150 influential private sector companies committed to best practice in supporting education and Sustainable Development Goal 4 (SDG 4), GBC-Education has become one of the world's most effective forums for connecting businesses that aim to make an impact on the lives of young people through education.

The Global Business Coalition for Education is registered as a 501-(c)-3 in the United States.

Position Summary

The Global Business Coalition for Education is seeking a Program Manager, Outreach and Engagement to cultivate, engage, and support our community of business leaders investing in education.

The Program Manager will work closely with the Head of Business Investment for Education Impact and the Executive Director to curate, program, and run customized activities for GBC-Education's business leader coalition, including in-person and virtual events. They will cultivate strategic partnerships, develop and implement innovative outreach strategies, develop robust communications, conduct outreach, facilitate onboarding, and respond to the needs of all new and existing corporate partners. They will oversee the new coalition website portal, maintaining both front-end and back-end content of the Client Relationship Management (CRM) platform.

While the work of GBC-Education aims to improve the business community's impact in bolstering public education aligned with SDG 4, the engagement dimension of the scope of work will be broader than just with corporate partners and will also include building relationships with corporate foundations and other philanthropic entities.



The Program Manager will ensure we can demonstrate the value and impact of education investment in a way that is compelling, inspires confidence, and deepens engagement from current and new partners.

This is a superb opportunity for an energetic and talented individual who is excited to take a fledgling program to the next level, bringing initiative and an enthusiasm for social impact, relationship-building, program management, and events.

Some of the key responsibilities will include:

- Provide day-to-day support to and work with the Head of Business Investment for Education Impact to ensure the program's priorities and objectives are met in line with grant parameters;
- Identify opportunities for forming strategic partnerships, conduct outreach and engagement efforts to bring in new partners to the coalition;
- Proactively manage relationships with existing partners by creating and maintaining a communications cadence, calendar of programming and events, and through regular individual check-ins;
- Plan and execute in-person and virtual events, with the support of the GBC-Education team;
- Oversee the GBC-Education's CRM, ensuring partner records are up to date and processes are streamlined;
- Run CRM reports, collect data, and assist with the drafting of project reports in line with grant parameters;
- Provide coalition partners with appropriate tools and resources to help them make a more strategic impact in education;
- Support the overall marketing and communications strategy, ensuring coalition partner communication is in line with overall GBC-Education communication strategy and goals;
- Provide other related support, as requested and needed.

Requirements

The successful candidate will have 3-5+ years of direct experience working in corporate philanthropy; corporate social responsibility; social impact; environmental, social and corporate governance; or a related field. Experience with international development, particularly education, is a plus.

The successful candidate will be a self-starter able to quickly understand the ambitions of the organization, our business model and the team. The candidate will take ownership of the role to help the organization achieve and expand our goals and ambitions.

The successful candidate will be a collaborator with the ability to work across diverse groups of people from various backgrounds, cultures and experiences and have the flexibility to work across multiple time zones with staff, regional partners, local networks, members and partners to grow our network.



The successful candidate will have:

- Excellent project management skills and ability to create and manage timelines, deliverables, and program activities.
- Demonstrated success conducting strategic outreach and facilitating partnerships, especially with senior business leaders
- An entrepreneurial spirit with an interest in creating new and exciting program engagement opportunities for our coalition partners
- Experience with planning, implementing, and managing formal events.
- Strong strategic thinking, exceptional attention to details, and excellent organization.
- Excellent ability to communicate effectively and professionally with a wide range of stakeholders.
- Excellent interpersonal skills and the ability to work collaboratively, independently, and virtually with teams across offices.
- Ability to work flexibly in a fast-paced environment and work well cross-culturally.
- Ability to own, organize, and prioritize multiple tasks efficiently, manage reactive and proactive work from a range of colleagues, and deliver tasks to tight deadlines.
- Ability to pick up information and adapt to change quickly.
- A pro-active disposition with the ability to use initiative and be able to think creatively to solve problems.

At the Global Business Coalition for Education, we value all types of learning – both formal and through professional experience. An advanced degree in Business Administration, international development or a related field is preferred, but not required.

Other

Equipment to be Used: Personal computer and other office equipment such as telephone, calculator, fax machine, copier, scanner, etc.

Typical Physical Demands: Manual dexterity sufficient to operate standard office equipment.

Typical Mental Demands: Able to deal with stress associated with fast-paced work environment. Multiple priorities/tasks. Make judgment decisions and adapt to changing work situations. Grasp and apply new ideas. Communicate with various personalities at all levels.

Working Conditions: Works in a typical office setting. Occasionally called upon to work hours in excess of your normal daily schedule.

Interested candidates should submit resume and salary requirement to: info@gbc-education.org by **July 15, 2022. Applications will be reviewed on a rolling basis. Please include your last name and the position title in the subject line.**



The Global Business Coalition for Education offers a challenging work environment, business casual dress code and a total compensation package that includes a competitive salary, medical, dental and transit benefits, and a 401 (k) plan.

The Global Business Coalition for Education is an Equal Opportunity Employer. The organization's success depends heavily on the effective utilization of qualified people, regardless of their race, ancestry, religion, color, sex, age, national origin, sexual orientation, gender identity and/or expression, disability, veteran's status, or any characteristic protected by law. We adhere to and promote equal employment opportunity for all.

The Global Business Coalition for Education provides reasonable accommodations for persons with disabilities, including in the application and interview process.

Qualified candidates only. No search firms.