



## Senior/Manager, Private Sector Engagement

New York, NY

<b>Job Title:</b>	Senior/Manager, Private Sector Engagement
<b>Reports To:</b>	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. Our mission is to ensure that every child has the best start in life, a safe place to learn, and skills for the future.

Established as an initiative of the global children's charity Theirworld in 2012, GBC-Education leverages the collective power of business, government, international organizations, NGOs, youth, and other stakeholders to achieve the Sustainable Development Goal of free, equitable, and inclusive quality education for all (SDG 4).

We empower companies to make strategic decisions about how to have the greatest impact in reaching this ambition.

We believe education is the key to unlocking all social, economic, and development goals. Innovation and economic growth, climate action and health outcomes, racial and gender equity - and so much more - all depend on education. We also know that tackling the global education crisis takes the collective power and assets of the business community.

GBC-Education is registered as a 501-(c)-3 in the United States.

### Position Summary

The Global Business Coalition for Education is seeking a talented Senior/Manager, Private Sector Engagement to cultivate, engage, and support our community of global business leaders investing in education. The title can be determined based on the experience of individuals interested in the position.

The Senior/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 leaders 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 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 the U.N. Sustainable Development Goal 4

(SDG 4), the engagement dimension of the scope of work will be broader than just with business side of corporate partners and will also include building relationships with corporate foundations and other philanthropic entities.

The Senior/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 new program to the next level, bringing experience and knowledge of issues related to global education; international development; social impact from a Corporate Social Responsibility (CSR); Environmental, Social, and Corporate Governance (ESG); or corporate philanthropy perspectives; program and events development and management to the organization.

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 with companies, 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:

- 5+ years of relevant work experience in corporate philanthropy, CSR, ESG, social impact, or a related field. Experience with international development, particularly education, is a plus.
- 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.
- Strong work ethics and attention to detail.

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, 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](mailto:info@gbc-education.org) by **July 25, 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.*