Position Description
United Nations Foundation/Better World Fund

Title: Executive Director for Communications & Public Affairs

Department: Public Affairs

FLSA Status: Exempt

The Organization
http://www.unfoundation.org

About the UN Foundation

The UN Foundation, a public charity, was created in 1998 with entrepreneur and philanthropist Ted Turner's historic $1 billion gift to support UN causes and activities. We are an advocate for the UN and a platform for connecting people, ideas and resources to help the United Nations solve global problems. We help the UN take its best work and ideas to scale—through advocacy, partnerships, constituency building and fund-raising.

- Partnerships because we have learned what can be achieved when the public and private sectors work together through the United Nations;
- Advocacy because we know the leverage and impact that sound policy can have on the kind of social, economic and environmental change the UN seeks;
- Community-building because the UN was created for "we the people," and all of us can give back and contribute to a better world; and
- We need new and additional resources to power solutions to global challenges.

The Foundation is a public charity. For more information about the United Nations Foundation, visit www.unfoundation.org.

Overview

The Executive Director of Communications and Public Affairs manages the public affairs staff, including eight direct reports and an annual budget of approximately $2 million. He or she oversees the development of integrated, strategic and innovative communications strategies for six program areas, and the UN Foundation, including message development, media outreach, and online activities (including social media).

The Public Affairs team helps create innovative campaigns to promote key issues such as global health, the US-UN relationship, climate change, and sustainable development. In the past these campaigns have included malaria prevention (the award-winning Nothing But Nets), sustainable tourism (Expedia co-branded Friends of World Heritage), and global peacekeeping (60th Anniversary PSA featuring George Clooney). The ED of Communications and Public Affairs also supports efforts by the United Nations to modernize its communications efforts.

The ideal candidate would be someone with political, agency and media experience. He or she should have a good sense of humor, the ability to think fast and execute faster, and think creatively about how to maximize the Foundation's brand. He or she should like to

travel and have experience managing a strategic, integrated and multi-disciplinary team (earned, paid and social media).

Working Relationships

The Executive Director of Communications reports to the UN Foundation's Vice President for Public Policy. The Executive Director oversees and manages the Public Affairs staff including Program Communication Directors, Communications Associates and Communications Officers.

Major Duties and Responsibilities

Overall:

Provide vision, strategic planning and effective management of all aspects of communications for UNF/BWF.

Manage the work of a large Public Affairs staff, including the supervision of staff members, consultants, special projects and the issuance of communications-related grants.

Establish strong relationships with relevant media and reporters, and be able to fully utilize evolving communications strategies (including earned media, web-based media and social media tools).

Communications and Public Affairs:

Strategy: Develop and implement strategic communications efforts by UNF/BWF's key programs and initiatives, including institutional media plans, messaging and materials that clarify for key audiences the goals and program priorities of the Foundation and tell the UN story to the US audience. Oversee the brand management for all UNF/BWC public activities and public platforms including earned, paid and new media.

External Communications: Oversee the execution of efforts to build online constituencies, raise awareness of UNF/BWF initiatives in the US and global media, expand UNF/BWF's thought-leader reputation and grow the profile of UNF/BWF official spokespeople. Manage and conduct ongoing outreach to health, energy, environment, national security and development-related journalists, editors, broadcasters and publishers to build foundation relationships with key media outlets and promote foundation news. Prepare briefing memos and talking points for Foundation President and Executive Vice President as needed.

Coordination: Work closely with the UNF partnership and advocacy teams to build, strengthen and expand efforts to fundraise, build coalitions and deliver effective public education and advocacy. In coordination with management team, further develop effective internal communications on key Foundation matters. Bolster efforts to provide

hands-on assistance and strategic advice to UN public affairs professionals in conducting UN outreach to US and global media.

Management: Build and manage the Public Affairs team including Program Communications Directors, Online/New Media team, and the Publications and Writing team. Oversee day-to-day scheduling, questions, and decisions for communications staff, and work in concert with Program Communications Directors. The ED of Public Affairs and Communications is also part of the Foundation's Senior Staff and Strategic Coordination Team (the senior management team responsible for driving forth the organization's strategic plan).

Desired Knowledge, Skills, and Abilities

- At least 10 – 15 years in communications/public relations/public affairs. Capitol Hill experience a plus.
- Strategic and tactical communications abilities.
- Strong ability to create and implement communications strategies, write press releases and statements.
- Planning, organizing, monitoring, juggling, coaching, and follow-up skills.
- Ability and willingness to take charge, be accountable, and work as part of a team.
- Attention to detail and ability to work well under pressure.
- Adaptability, flexibility and good sense of humor all a must.
- Familiarity with UNF's stakeholder audiences and programmatic priorities.

Location

1800 Massachusetts Avenue, Suite 400. Washington DC. (Metro: Dupont Circle).

Compensation & Benefits

Salary will be commensurate with experience. Actual salary will depend on qualifications and anticipated contribution to the Foundation.

UNF pays 100% of medical, dental, vision, life, and disability insurance premiums for employees and 75% of medical and vision for employees' dependents.

In addition, UNF provides 20 days of paid vacation per year, twelve paid holidays, an immediately vested 150% matching 403(b) contribution of to a limit of six-percent of employee pay, Metro Pass benefits, and flexible spending accounts for health and dependent care.

UNF/BWF is an AA/EEO employer.
People of diverse backgrounds are encouraged to apply.

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To Apply

Please apply on-line at http://unfoundation.org/about/employment.asp. Click on this position, go to the bottom of the page, and click on "click here to apply."