

Associate – Global Networks & Outreach, US

Location: New York

Duration: Permanent

Closing date: 31 January 2018

Start date: Monday 5 March 2018

About the PRI

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by former UN Secretary-General Kofi Annan, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance issues into investment processes and ownership practices. The principles are supported by a Secretariat that promotes the PRI and provides implementation support to signatories. See www.unpri.org.

Job description

This is an opportunity within the PRI Global Networks & Outreach (GNO) team, which is responsible for investor and stakeholder relations and the acquisition of new PRI signatories. Network managers are based across the Americas, EMEA and Asia-Pacific where they manage local groups of signatories and are the first point of call to the PRI. The Associate role is based in New York and is a key supporting function to the US team. Two Network Managers are based in New York and a third Network Manager is based in Oakland, California. The PRI has additional employees based in New York and Washington working on policy issues.

The role will report into the Head of the Americas with a secondary reporting line into the Head of GNO Central Support in London. As such the candidate plays a pivotal role as a bridge between the London head office and the US team. The day-to-day job, among other things, involves research and analytical work, support in coordinating meetings, onboarding and other support to US signatories, admin support and regular communication with London.

This is very much a developmental role and subject to the chosen candidate's ability and drive there will be opportunities to take on more ownership including signatory relationship responsibilities once the successful candidate has familiarised themselves with the immediate priorities of the position.

Responsibilities

- Provide market research and analysis
- Develop materials for signatory relationship meetings and recruitment meetings
- Coordinate onboarding of new signatories
- Help prepare and run team meetings
- Deliver admin support including management of CRM database (Salesforce)
- Dealing with day-to-day signatory inquiries
- Support the US team on other ad hoc priorities

Requirements

Fluency in both spoken and written English is essential along with strong and professional communication skills.

Additional essential requirements are:

- Experience working in a professional and international environment; e.g. the financial services industry or similar
- Educated to degree level or equivalent qualification; Master's degree in one or more relevant fields is preferable
- At least intermediate knowledge of relevant IT (e.g. Excel, Word, PowerPoint, and ideally Salesforce or other CRM system)
- A confident and professional manner in dealing with senior business professionals
- Good verbal communications skills
- Strong attention to detail
- Self-starter and ability to learn quickly
- Diplomacy, tact, and ability to work well in teams
- Must have the right to work in the US

DESIRED

- Understanding of responsible investment / sustainable finance
- Investment qualification(s)

All candidates must have eligibility to work in the US without visa sponsorship. While every effort is made to contain the needs of the role within the usual working day, there will be a rare occasional need to work outside of hours owing to the international nature of the business.

To apply please send a CV and cover letter to: careers@unpri.org. Closing date: 31 January 2018