

Senior Communications and Events Manager, CEO Water Mandate

Position Title: Senior Communications and Events Manager, CEO Water Mandate

Application Deadline: Open Until Filled

Hours: Full Time (35 hours per week)

Location: Flexible (based in the United States)

Salary: Commensurate with experience, includes a very competitive benefits package

Travel: Some business travel may be required, including overnight stays

Start Date: Available immediately

Organization Description

The Sustainable Development Goals are the collective plan of global commitments required to end extreme poverty and hunger, tackle climate change, and create a more socially inclusive world by 2030.

This is a significant multi-stakeholder effort agreed to at the United Nations which cannot be delivered by governments and civil society alone. The actions, innovations, and finances of the private sector are critical.

The Pacific Institute is a global water think tank that combines science-based thought leadership with active outreach to influence local, national, and international efforts in developing sustainable water policies. Since 1987 we have worked with groups ranging from Fortune 500 companies to disenfranchised communities to create and advance solutions to the world's most pressing water challenges. Among other activities, the Pacific Institute:

- Analyses the risks of climate change for fresh water supplies and develops strategies to address those risks;
- Pioneers and promotes the “soft path” to water concept, which calls for a new and comprehensive approach for managing water infrastructure, demands, and institutions;
- Serves as the organizing force behind the UN Global Compact’s CEO Water Mandate, which brings global corporations and international organizations together to adopt water sustainability practices;
- Delivers best practice guidance to governments to help them cope with severe drought conditions.

The UN Global Compact is the world’s largest corporate sustainability initiative with over 11,000 participating companies in 163 countries, and 68 Local Networks around the world. Together, the UN Global Compact and the Pacific Institute administer the CEO Water Mandate.

The Water Resilience Coalition is a new initiative of the CEO Water Mandate, established with the explicit mission of significantly accelerating progress against the global water crisis in stressed geographies, powered by leading corporations, with the direct and personal involvement of their senior leadership.

Position Description

We are seeking a creative all-round communications and events professional with experience in corporate, UN, or non-profit communications such as identifying and pitching stories, writing op-eds, and creating compelling content for communications channels. The individual will be responsible for leading the communications and events work for the CEO Water Mandate, working closely with counterparts at the Pacific Institute and the UN Global Compact.

Duties and Responsibilities

- Develop targeted implementation strategies for the CEO Water Mandate and Water Resilience Coalition's 2021-2023 communications strategy
- Develop and implement strategies for media and social media opportunities to help amplify messaging and advance the initiative's mission
- Work with colleagues, particularly the Engagement Lead, to create content and engage in proactive media relations, earned media, social media, and media events
- Plan and implement major water-related events, predominantly for the CEO Water Mandate
- Develop and manage major CEO Water Mandate and Water Resilience Coalition report releases and announcements
- Write press releases, quotes, talking points and other briefing notes for the senior leadership
- Leverage analytics and metrics in planning and evaluating external communications activities, taking a data-driven approach to communications efforts
- Address needs for rapid response activities (including crisis and reputation management) as well as larger, longer-term communications initiatives
- Additional projects, as assigned

Expected Results

Increased positive coverage of the CEO Water Mandate and Water Resilience Coalition priorities in top-tier media. Take our social media strategy to the next level with compelling, shareable content for our website and social media platforms.

Required Qualifications

- 7 + years of experience managing communications, media, and social media relations
- Fluent English and excellent business writing skills
- Deep understanding of news media globally
- Experience and ability to strategize, plan, and implement high-level events and communication plans
- Experience pitching and persuading journalists to cover relevant stories

- Demonstrated initiative and ability to work independently but equally comfortable working in a diverse team environment and often under deadline pressure
- Experience working with partners and PR agencies to generate the best results on deadline and within budget

Proven Delivery of Results

- Must be able to manage multiple priorities (including content management demands), communicate status appropriately, and maintain a high level of operational transparency and accountability
- Delivers to clear goals within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required
- Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary
- Excellent oral and written communication, interpersonal and collaborative skills.
- Strong organizational skills and ability to prioritize a varied workload
- Strong problem-solving skills, analytical skills, and attention to detail
- Experience in working cross functionally, and globally to engage organizational partners, in collaborative delivery of the organizational strategies and plans

Compensation and Benefits

Salary is commensurate with experience. The Pacific Institute offers an excellent compensation package including a generous health, dental, and Institute-matched retired plan and a competitive salary that is commensurate with experience and reflects the geographic location and field.

Diversity Equity and Inclusion

The Pacific Institute is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Recognizing the inherent inequities that exist in our society, our sector, and our work, the Pacific Institute is dedicated to improving our internal policies, procedures, and programmatic priorities to ensure a diverse workforce and culture of inclusion. We have accelerated our efforts and refreshed our approach to diversity, equity, and inclusion (DEI). We are committed to building a culture where diversity is valued at all levels of the organization. We believe this approach will improve our organizational culture and the quality of our work. As part of this commitment, we request that all candidates include a short statement in their cover letters to address how your addition to our staff would contribute to our DEI efforts.

To Apply

Please send a cover letter (including the DEI statement described above), resume, and writing sample of relevant work. Email these items to jobs@pacinst.org. Please include Senior

Communications and Events Manager in the subject line of your email. No phone calls please.
Applications will be accepted until the position is filled.