



## **Financial Operations Manager, Coalition for the UN We Need**

**Position:** Financial Operations Manager

**Reports to:** Managing Director

**Commitment:** Part-time

**Location:** Preference for candidates based in New York, but open to candidates located elsewhere.

The Coalition for the UN We Need (C4UN) provides a global platform for civil society organizations and other stakeholders in the renewal, innovation, and strengthening of the United Nations system.

The Coalition is seeking an experienced **Financial Operations Manager** to join the senior management group of the C4UN's small secretariat team and contribute to operationalizing the new [2025-2028 Strategic Plan](#).

The C4UN is transitioning from an administrative structure whereby financial operations were handled through a fiscal host NGO based in Canada, to a more autonomous arrangement as a not-for-profit corporation based in New York. At this stage, C4UN operates with two new fiscal hosts, one in Switzerland and another in the U.S. The **Financial Operations Manager** will serve as the primary point of contact with both fiscal host organizations and further develop and evolve the organization's financial management systems through this period of transition.

This is a part-time contract position for someone with senior financial management experience. For the successful candidate, the initial commitment would be for one day per week, with flexibility to expand to two days/week later in 2025. A start date in July 2025 would be best.

## **Key Responsibilities**

As a member of the C4UN secretariat's senior management team, and in collaboration with C4UN fiscal host organizations, the Financial Operations Manager will:

- a) Establish and maintain finance policies, systems and procedures and direct their development, implementation and documentation.
- b) Ensure that all policies and procedures comply with US laws and funding source requirements.
- c) In consultation with other members of the senior management team, implement transparent and effective grants management processes.
- d) Maintain appropriate accounting records and ensure timely backup of computerized accounting data.
- e) Lead the organization's financial planning and provide guidance and assistance to other staff and Steering Committee members on budgeting issues.
- f) Monitor cash flow and expenditures against budget and resources available.

## **Preferred Qualifications**

The successful candidate will have a minimum of ten years of experience with accounting, financial reporting, and management in the non-profit sector and related professional qualifications. A CPA designation would be an asset, but is not mandatory.

Additional qualifications that would be an asset in this work include:

- Experience working at a management level with an organization active in the UN advocacy space / development sector;
- Experience in grants management, donor reporting and contributing to donor relations;
- Experience in providing the reporting for a US-based 501c3 charitable organization;
- Superior English language writing skills.

This contract position is open to candidates from a diverse range of backgrounds. For the successful candidate, remuneration will be provided at rates that are commensurate with experience.

## **To apply:**

Send a cover letter, current CV and any other documentation relevant to your candidacy for this position by Sunday June 15, 2025 to the Staffing Committee at

[staffing@c4unwn.org](mailto:staffing@c4unwn.org). Please include “C4UN Financial Operations Manager” in the subject field of your email.

We thank all candidates for their interest, but only those chosen for an interview will be contacted.

### **Additional Information on the Coalition for the UN We Need**

A relatively young Coalition, C4UN was launched in 2017 and was formerly known as the UN2020 Campaign.

The adoption of the UN75 Declaration in 2020, and subsequent publication in September 2021 of the UN Secretary General’s *Our Common Agenda* (OCA) report, led to General Assembly negotiations culminating in the adoption in September 2024 of the United Nations Pact for the Future. An intergovernmental heads of state Summit to review progress on Pact for the Future commitments and determine next steps is mandated for September 2028. The C4UN has been, and continues to be, closely involved with these intergovernmental processes.

In an era when polarization and geopolitical divides make consensus and agreement among governments more elusive, organized civil society efforts are needed to encourage governments to engage in international cooperation, hold them to account for commitments made, raise the level of ambition when possible, and collectively defend multilateralism when needed.

The Coalition for the UN We Need (C4UN) is made up of 7,000 civil society organizations and representatives from around the world. Governance decisions are the responsibility of a representative Steering Committee.

C4UN’s Secretariat currently consists of its outgoing Coordinator, who is now retiring; a long-time, New York-based staffer handling outreach, programming, internal coordination and the Steering Committee meetings; a policy analyst following UN intergovernmental processes; a part-time communications associate; and a small team of freelance/part-time research analysts. With additional funds secured for C4UN’s 2025-26 operations, plans are in place to grow the Secretariat to also include a Geneva-based Advocacy Coordinator, a New York Advocacy Director, as well as to procure additional communications staff support. Donor outreach is underway to enable a continued expansion of the team.

Further information on the Coalition for the UN We Need is available at [www.c4unwn.org](http://www.c4unwn.org).