



Global Commons Alliance Coordinator

Consultancy Terms of Reference

December 2020

The [Global Commons Alliance](#) (GCA) is an alliance of over 50+ leading organizations and funders working toward the shared aim of enabling citizens, companies, cities and countries to become stewards of our global commons - the shared resources that underpin the health and wellbeing of humans, and all life.. Having launched formally in 2019 as a sponsored project of Rockefeller Philanthropy Advisors, and with a growing set of institutional partnerships, the GCA now requires a full-time Alliance Coordinator to be hired in a consultant capacity to help with a range of program support and administrative functions. This will be a key, hands-on role that will put the successful candidate in the central hub of an exciting, high-impact alliance of organizations and leaders.

Consultancy Objectives

- Support GCA Facilitator in administration and coordination to manage workstreams, meetings, virtual and in-person events, and calendar planning
- Organize meetings, produce reports, and track/follow-up on action items for various teams within the GCA, including resource mobilization
- Develop and use databases and tools for event management and contacts
- Coordinate content and distribution of materials to ensure consistent, quality communications with partner organizations and others
- Support other backbone functions of the GCA and design improvements to these functions - Leadership Council Coordinator, Investor Collaborative Coordinator, and Resource Mobilization Team - to create efficient and effective collaboration between the different components of the GCA
- Fulfill other programmatic, financial, fundraising, and administrative functions as required

The successful applicant will be expected to bring a strong set of skills to this position. At the same time our expectation is that it will provide the position-holder with a wealth of new experiences, knowledge, and contacts, specifically in the areas of environment and facilitation of multi-stakeholder alliances.

The consultancy will be guided and approved by GCA Facilitator Patrick Frick of The Value Web (based in Copenhagen) with dotted line to Heather Grady of Rockefeller Philanthropy Advisors (RPA). Competitive compensation on a consultant basis is provided by RPA.

Qualifications

The ideal candidate will be driven, adaptable, emotionally intelligent, and believe in our mission. This person must demonstrate strong organizational skills with strong attention to detail and a proven track record of following through and consistently meeting deadlines. They must be able to work independently and manage time effectively and combine big-picture thinking with attention to getting things done through influence rather than line management.

The successful candidate will possess the following experience, credentials, and skills:

- Ability to support a complex, multi-partner project with multidisciplinary cultures and geographies
- Ability to work in a fast paced, ever-changing environment
- Outstanding background in teamwork, and comfortable working in a culturally diverse, remote environment
- Experience working with non-profits and/or companies on environmental sustainability issue areas
- Proficiency in the Microsoft Office Suite, including Excel, PowerPoint, CRM and workflow management tools
- Excellent interpersonal skills
- Bachelor's degree
- Fluency in English, additional language(s) a plus

Location: UK/Europe

Position Type: This is a fixed-term consultancy beginning with an 18-month contract in early 2021 with the possibility of extension.

Please send a brief letter of interest and CV to patrick.frick@thevalueweb.org.