



wfuna

World Federation of United Nations Associations



BUSINESS DEVELOPMENT OFFICER POSITION OVERVIEW

START DATE: AS SOON AS POSSIBLE
CATEGORY: FULL TIME, CONSULTANCY
LOCATION: REMOTE
DEADLINE TO APPLY: MARCH 30, 2026

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WWW.WFUNA.ORG

GENERAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens. Our Organization has offices at the UN Headquarters in New York and Geneva, as well as in Seoul, Republic of Korea.

WFUNA's Global Model program (formerly WIMUN) is one of the world's leading international Model United Nations conferences, convening students annually in New York, Singapore, Geneva, and Rome.

POSITION OVERVIEW

- WFUNA is seeking a dynamic and results-oriented professional to lead new institutional outreach and participation growth for Global Model UN. The Business Development Officer will be responsible for identifying and converting new schools and universities to participate in WFUNA conferences and related programs. This position combines business development, team supervision, CRM oversight, and revenue growth responsibilities. The successful candidate will manage the full sales cycle, from lead generation to confirmed registration, and supervise interns supporting outreach efforts.
- This is a remote position. He/She reports to WFUNA's Senior Program Officer.
- This is a full-time, paid position.

RESPONSIBILITIES

- Develop and implement a global outreach strategy to identify and qualify new school and university partners.
- Generate new leads through research, networking, and targeted outreach campaigns.
- Supervise and manage a team of interns supporting lead generation and data research.
- Oversee accurate entry and maintenance of leads in Monday.com CRM; ensure pipeline tracking and reporting.
- Conduct virtual and in-person meetings with prospective Faculty Advisors and institutional representatives.
- Present the value proposition of Global Model UN conferences in New York, Singapore, Geneva, and Rome.
- Guide new institutions through the registration and payment process and ensure smooth handover to the Implementation team.
- Drive participation growth and meet annual recruitment targets.
- Promote and drive hotel room sales where applicable.
- Identify opportunities to cross-sell other WFUNA programs, including Training Programs and Act4Impact.

BUSINESS DEVELOPMENT OFFICER

- Develop outreach materials, scripts, and institutional presentations in coordination with communications staff.
- Provide regular reporting on pipeline performance, forecasting, and conversion metrics.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS

- University degree in International Relations, Business, Education, Communications, or related field.
- At least 2 years of relevant professional experience in business development, educational outreach, conference sales, or partnerships.
- Demonstrated experience managing a sales pipeline and meeting revenue targets.
- Experience supervising interns or junior staff.
- Strong proficiency with CRM systems (experience with Monday.com preferred).
- Excellent presentation and negotiation skills.
- Fluency in English required; additional languages are an asset.
- Knowledge of Model UN is a plus.
- Ability to travel internationally as needed.

PERSONAL CHARACTERISTICS

- High-energy, results-oriented self-starter.
- Strong communicator with excellent interpersonal skills.
- Strategic and data-driven thinker.
- Well-organized with close attention to detail.
- Comfortable working in a fast-paced, international environment.
- Ability to work independently and collaboratively.

To apply, please send a resume and cover letter to recruitment@wfuna.org. Applications will be reviewed on a rolling basis, and we will close the application on March 30, 2026. Interviews will take place on a rolling basis and WFUNA reserves the right to close applications early if a suitable candidate is found before March 30. Your application materials should be submitted in English. Please indicate "Business Development Officer" in the subject line of your email and consolidate your resume and cover letter into one document. Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted. No phone calls, please.