



**wfuna**

World Federation of United Nations Associations



# PARTNERSHIPS OFFICER POSITION OVERVIEW

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

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## **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 relationship-driven professional to lead institutional retention and partnership growth for Global Model UN. The Partnerships Officer will be responsible for strengthening relationships with returning schools and universities, increasing delegation size and frequency of participation, and expanding institutional engagement across WFUNA programs. This role focuses on long-term partnership management, client satisfaction, and sustainable revenue growth.
- 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 retention strategy for previously participating institutions.
- Maintain regular communication with Faculty Advisors throughout the year.
- Build and strengthen relationships with Faculty Advisors during conferences.
- Design and conduct post-conference feedback processes and structured follow-up.
- Track institutional participation history and develop multi-year growth plans.
- Work with schools to increase delegation size over time.
- Encourage institutions to attend multiple Global Model UN conferences annually.
- Identify and convert opportunities for engagement in other WFUNA programs, including Training Programs and Act4Impact.
- Maintain accurate records in Monday.com CRM and track retention metrics.
- Identify at-risk institutions and implement re-engagement strategies.
- Develop Faculty Advisor communications (e.g., newsletters, updates, briefings).

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## BUSINESS DEVELOPMENT OFFICER

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- Provide regular reporting on retention rates, delegation growth, and institutional lifetime value.
- 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 account management, partnerships, client success, or education programs.
- Demonstrated Strong relationship-building and communication skills.
- Experience working with schools, universities, or international education programs preferred.
- Experience managing CRM systems.
- Strong organizational and reporting skills.
- Fluency in English required; additional languages are an asset.
- Ability to travel internationally during conference periods.
- Knowledge of Model UN is a plus.

### PERSONAL CHARACTERISTICS

- Relationship-driven and diplomatic.
- Strategic thinker with long-term perspective.
- Organized and detail-oriented.
- Strong public speaking presence.
- Thrives in multicultural environments.
- Flexible and adaptable.

To apply, please send a resume and cover letter to [recruitment@wfuna.org](mailto: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 "Partnerships 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.