

Job Description

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Job Details

Job Title Profile Private Sector Partnerships Officer (Leadership Giving)	Job ID 15585	
Location Undetermined	Salary Grade	
Hardship Level H	Family Location Type Pending	

Duties and Qualifications

Private Sector Partnerships Officer (Leadership Giving) - Profile

Various Locations

Grade: Junior (P2), Mid (P3) and Senior (P4) Level Positions

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate. In this regard, Division of External Relations at UNHCR is looking for talented individuals to complement the team.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees. UNHCR have developed a \$1 Billion Private Sector Fundraising Strategy for 2018-2025. This strategy focuses on both Individual Giving and Leadership Giving and identifies priority fundraising markets and regions.

As part of this strategy corporates, foundations and high net worth donors have been identified as key areas of Leadership Giving growth. In order to achieve the ambitious PSP objectives of bringing necessary new resources to the Organization, the Leadership Giving (LG) section develops and strengthens long-term partnerships with companies, foundations and high-net worth individuals. This includes leveraging the capacities of this segment in order to build long lasting partnerships that goes beyond resources but expands to advocacy, communications, marketing and public engagement.

Typical functions may include:

- ⚡ Be responsible for the expansion of corporate, foundations, HNWI, Major Donors and legacy fund raising and strategy setting.
- ⚡ Nurture existing accounts, negotiating new partnership and grant agreements.
- ⚡ Participate and organize high profile events to expand networking opportunities.
- ⚡ Identify and implement short and long-term LG strategies, including staffing needs, budget requirements and income growth projections.
- ⚡ Provide induction, training and any other requested assistance to LG fundraisers in PSP markets.
- ⚡ Support PSP management in the identification of key industrial sectors to be approached within a determined PSP market.
- ⚡ Contribute to the development and implementation of the PSP/LG strategy.
- ⚡ Support the development of PSP Annual Plans and Budgets.
- ⚡ Monitor and provide reporting on investment
- ⚡ Conduct regular risk assessment to identify any potential risk on investment and income projections, devise and implement mitigation strategies and advise PSP management of such risks.
- ⚡ Develop/oversee and manage relations with key LG donors.
- ⚡ Maximize visibility opportunities for UNHCR by pursuing opportunities arising from the interaction with affluent/donor/prospects
- ⚡ Ensure that a robust prospect list of LG donors is defined and kept updated and that face to face meetings with prospect donors takes place.
- ⚡ Build solid stewardship plans aimed at increasing engagement of existing donors stretching donation to their effective capacity and ensuring that they will remain loyal to the organisation in the long term.
- ⚡ Lead, manage and encourage staff to seek out for permanent improvements to the fundraising programs
- ⚡ Ensure effective and efficient communication with field operations and/or national partners.
- ⚡ Provide support, advice and training (including skill-shares and meetings) to PSP network in relation with the LG strategy.

General requirements for all levels:

- ⚡ Relevant professional experience in Private Sector Fundraising and Partnerships with exposure to an international environment and/or with Humanitarian Organizations.
- ⚡ Experience in developing Corporate Partnerships, Foundation Grant Programs and in managing High Net Worth Individuals/Major donors.
- ⚡ Proven ability to meet fundraising targets, possess required expertise and up-to-date knowledge in existing and new PSP techniques.
- ⚡ Experience in starting up Private Sector Partnership programmes in new markets.
- ⚡ Market knowledge of Private Sector Partnerships in a particular region (Africa, Americas, Asia, Europe and/or MENA) is essential.
- ⚡ Excellent communication skills (both verbal and written) with strong interpersonal and negotiation skills.
- ⚡ Highly developed drafting skills.
- ⚡ Excellent analytical skills with ability to produce high quality written materials tailored to specific audiences/markets.
- ⚡ Excellent computer skills (MS Office, SharePoint, PeopleSoft, BI tools, etc.)
- ⚡ Thorough knowledge of UNHCR operational arrangements, its relief and protection programmes, the funding needs and priorities.

⚡ Minimum Qualifications and Professional Experience Required:

For positions at the P2 level

- ⚡ Education: Degree in Marketing, Communications, Journalism, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.
- ⚡ Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent of a Master's) 3 years with undergraduate degree (equivalent of a BA/BS) professional level job experience (fund raising, external relations, donor relations, policy advocacy, programme) in humanitarian relief/protection activities or in communication, marketing organisation.
- ⚡ Languages: Proficiency in English is required

For positions at the P3 level

- ⚡ Education: Degree in Marketing Communications, Journalism, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.
- ⚡ Job experience: Minimum 5 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 6 years with undergraduate degree (equivalent of a BA/BS) professional level job experience (fund raising, external relations, donor relations, policy advocacy, programme) in humanitarian relief/protection activities or in communication, marketing organisation.
- ⚡ A well-developed understanding of strategic fundraising strategies.
- ⚡ Languages: Proficiency in English is required.

For positions at the P4 level

- ⚡ Education: Degree in Marketing Communications, Journalism, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.
- ⚡ Job experience: Minimum 8 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 9 years with undergraduate degree (equivalent of a BA/BS) professional level job experience (fund raising, external relations, donor relations, policy advocacy, programme) in humanitarian relief/protection activities or in communication, marketing organisation.
- ⚡ At least 6 years of combined field and/or headquarters experience in international organizations (e.g. UN agencies, INGOs, IOs, bi-lateral cooperation agencies, etc.), in an inter-governmental organization, such as the UN, marketing / fundraising consultancy firm with private sector fundraising /communication experience.
- ⚡ A well-developed understanding of strategic fundraising strategies.
- ⚡ Language: Proficiency in English and knowledge of a second UN language (Arabic/ Chinese/French/Russian/Spanish) at B2 is required.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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