

TERMS OF REFERENCE

Associate PSP Officer (Leadership Giving)

UNHCR, The Hague

Position Title:	Associate PSP Officer (Leadership Giving)
Contract/Level:	UNOPS LICA-9 (equivalent to NOB)
Category:	UNOPS
Section/Unit:	UNHCR Private Sector Partnerships, NL
Duty Station:	The Hague, Netherlands
Duration:	1st June 2017 – 31st December 2017
Closing Date:	24 th May 2017

General Background and Operational Context:

Established in 1950, the Office for 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. For more than six decades, UNHCR's work in 127 countries has helped over 50 million people restart their lives.

UNHCR's Private Sector Partnerships (PSP) plays a crucial role in helping expand the organization's funding base, while ensuring a sustainable and predictable stream of income. Although currently representing a small portion of UNHCR's overall revenues, the contribution from the private sector is nonetheless significant and rapidly increasing.

In 2016, PSP raised 330 million USD. PSP focuses on two main income pillars, leadership giving and individual giving and is committed to further expand. PSP activities in the Netherlands initiated in 2015 with leadership giving activities mainly focusing on corporate foundations, HNWI's and family foundations.

Under the supervision of the PSP officer in Netherlands, the Associate PSP Officer will play a key role in scoping the NL market as well as assisting the current PSP officer in Netherlands with existing partnerships.

Duties and Responsibilities:

The incumbent is responsible for the coordination and implementation of the partnership with a strategic account and other key PSP accounts as requested. Acting as the principle account manager for this UNHCR global relationship the incumbent will be based in The Hague and include overall strategic direction, relationship management and oversight for global activities in collaboration with a range of stakeholders. The incumbent will establish superior working relationships internally with key stakeholders in UNHCR and externally with the account and relevant organizations and influencers. Besides the overall strategic direction and coordination the incumbent will directly manage aspects of the relationship including the financial / legal activities needed to operationalize the partnership.

- Increase PSP income through the development and cultivation of leadership giving donors in Netherlands

- Manage corporate and foundation screening of any new partners to enter into a relationship with UNHCR
- Develop and maintain close relations with a minimum of 30 identified corporates in Netherlands
- Implement a private foundations fundraising strategy in Netherlands and build a pipeline
- Communicate accurate and timely information on UNHCR's programs and activities to donors
- Draft compelling proposals for a submission to corporates, trusts, foundation and HNWI
- Serve as liaison for communications concerning corporate sector and foundation in Netherlands
- Develop initiatives with corporates to obtain financial and technical support for UNHCR projects, and encourage employee giving and cause related marketing as appropriate
- Ensure timely and accurate reporting for donors to measure and monitor progress, and provide regular reports and analysis on the progress of donations and pledges
- Provide Dutch perspective and plan for LG activities
- Liaise with the PSP officer on additional partnership opportunities that could be undertaken by PSP Netherlands
- Perform any other tasks as required

Monitoring and Progress Controls:

- Stewardship of relationship with the renewal and expansion of current initiatives over time is successful.
- Increase PSP income through the development and cultivation of leadership giving donors in the Netherlands.
- Build new strategic alliances with LG donors.
- Build a solid prospect pipeline of private foundation and secure new partnerships.

Essential Minimum Qualifications and Professional Experience Required:

Education and work experience

- Advanced university degree in business/marketing, communications, social sciences or a related discipline **Work Experience**
- Minimum 4 years previous relevant work experience with private sector fundraising experience with corporates, major donors or a foundation in a not-for-profit organization or an international organization, in a private bank/multi-family office or a marketing/fundraising consultancy firm

Language

- Fluency in English and Dutch

Required Skills & Competencies

- Experience in account management and capacity to balance the needs of all stakeholder to achieve mutual benefit, ideally in NL market.
- Knowledge in the field of corporate social responsibility, marketing, communication, philanthropy and philanthropic trends.
- Access to a network of business contacts at senior management level in Netherlands and an established network in the private sector fundraising in Netherlands.
- Current knowledge of fundraising techniques with HNWI's, foundations and corporations.
- Proven experience in preparing and developing plans for annual income growth and to reach targets.
- Experience in handling donor visibility and recognition programmes
- Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often functions on short-terms deadlines.
- Good knowledge of the NL private sector fundraising environment.
- Excellent analytical skills and strong communication and presentation skills (both verbal and written).
- A good communicator with interpersonal skills to deal with persons of different cultural and educational backgrounds.
- Excellent computer skills with Word, Excel, powerpoint.
- Working experience with an INGO/NGO in the humanitarian field an asset.
- A flexible and outgoing team player with service oriented attitudes.
- Knowledge of UNHCR programmes and activities at field level desirable

Location:

UNHCR, The Hague, The Netherlands

Applications:

Shortlisted candidates will be required to perform a written test between 29 – 31 May. Interviews will take place between 6 – 9 June 2017. Enquiries from interested applicants about the position may be directed to Saskia Baar, Head Private Sector Partnerships, via baars@unhcr.org.

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating **“Associate PSP Officer LICA 9, Netherlands” in the subject of the email.**

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Closing date for receipt of applications: Wednesday 24th May 2017