



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Senior Fundraising Associate (PPH), LICA 7 (UNOPS)

Private Sector Partnerships Service (PSP), UNHCR Paris, France

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. We work to ensure that everybody has the right to seek asylum and find safe refuge, having fled violence, persecution, war or disaster at home.

Since 1950, we have faced multiple crises on multiple continents, and provided vital assistance to refugees, asylum-seekers, internally displaced and stateless people, many of whom have nobody left to turn to. We help to save lives and build better futures for millions forced from home. 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.

Since 2015 in France Private Partnerships and Philanthropy (PPH) supporters and donor's portfolio have significantly grown and PSP France aims to keep building on the PPH programs and network to cultivate and secure strategic private sector partnerships for UNHCR.

Under the supervision of the PSP Officer in France, the Senior Fundraising Associate (PPH) will play a key role in scoping the French and Monaco markets as well as supporting the current PSP Officer to develop PPH income, portfolio and strategy.

The Senior Fundraising Associate (PPH) position, based in Paris, offers a unique opportunity to work within the PSP Europe team dedicated to raise funds and establish partnerships for UNHCR with the private sector in Europe.

Title: Senior Fundraising Associate (PPH)

Duty Station: Paris, France

Contract Type: Local Support, LICA-7 (equivalent to GS-7)

Duration: contract until 31 December 2021 (yearly contract with possibility of extension)

Application start date: 21st October 2021

Application closing date: 23rd November 2021

Organizational context

The Private Sector Partnerships (PSP) Services works in different regions: Europe, MENA, Americas, Africa, and Asia, and further decentralizes at local levels.

The position will be part of UNHCR's Private Sector Partnerships Unit, which sits within the Department of External Relations (DER) responsible for mobilizing resources to enable UNHCR's refugee response programming around the world.

This position will sit within UNHCR's Private Sector Partnerships team in the France, which aims to raise funds from private sector donors in France to support UNHCR's work.

The position

We are seeking a dynamic, motivated and results driven team player, who is able to work independently as well, with a strong interest in fundraising, to become a steady and reliable asset to the UNHCR France operation within PSP Europe.

The Senior Fundraising Associate (PPH) will be responsible for the prospection, implementation and cultivation of the strategic partnerships with foundations, philanthropists, trusts and corporates.

Acting as the lead for Private Partnerships and Philanthropy, the incumbent will be based in Paris and will establish superior working relationships internally with key stakeholders in UNHCR and externally with the relevant organizations, individuals, influencers and networks.

Besides the overall strategic direction and coordination, the incumbent will directly manage private philanthropy programme in France and in Monaco. It includes collaboration with philanthropists, trusts and foundations. The incumbent will also work closely with PSP Officer on the implementation of a legacy programme.

Duties and responsibilities

Under the supervision of PSP Officer (France), the Senior Fundraising Associate (PPH) will perform the following responsibilities:

- Manage and motivate PPH team modelling a best-in-class prospection and cultivation plan;

- Increase PSP income through the development and cultivation of PPH donors in France and Monaco;
- Lead, develop and implement the Private philanthropy strategy for UNHCR France and Monaco to substantially and sustainably increase income and network for UNHCR;
- Gauge prospective supporters and donors' interest in the refugee cause and ensure the development of a solid pipeline and an individualized prospection and cultivation strategies;
- Develop initiatives, manage and inspire a portfolio of donors and prospects with the potential to give high value gifts;
- Ensure a prompt strategic and tactical response to leadership giving prospects in the event of humanitarian emergencies and/or any other opportunities of mobilizing resources for UNHCR programmes;
- Oversee cultivation events for HNWIs, major donors and representatives of trusts and foundations and corporates, liaising with UNHCR colleagues for input into global events when appropriate;
- Communicate accurate and timely information on UNHCR's programs and activities to donors and prospects;
- Supervise the development of the corporate engagement plan and cooperate actively in cross-unit projects including with UNHCR Country Office in Paris and HQ (e.g. corporate fundraising, innovative finance, shared value partnerships, etc.);
- Ensure timely and accurate reporting for donors to measure and monitor progress, and provide regular reports and analysis;
- Represent UNHCR/PSP France at high-level meetings and conferences on philanthropy, humanitarian action and other occasions with private sector;
- Liaise and coordinate with the PSP Officer and other PSP colleagues if/when relevant on any partnership opportunities that could be undertaken by PSP France;
- Actively contribute to PSP France Annual plan and provide with a perspective, plan and budget for PPH activities;
- Manage and report on PPH budget and ensure accurate income recording and earmarking procedures to facilitate financial reporting;
- Work with and in accordance with UNHCR's due diligence policy and processes;
- Support and start a legacy gifts program with PSP Officer;
- Perform any other tasks as required.

Essential minimum qualifications and professional experience required

The ideal candidate will be required to have:

- Minimum 4 years relevant experience combined with Secondary Education (High School diploma), or minimum 2 years relevant experience combined with Bachelor's / Master's or Doctorate degree in Marketing, International Relations, Business Administration, Communications, or related field;
- Previous relevant work experience in the field of private sector fundraising with major donors or a foundation, or corporate in a not-for-profit organization or an international organization, in a private bank/multi-family office or a marketing/fundraising consultancy firm;
- Experience in prospection, business development and/or account management and capacity to balance the needs of all stakeholder to achieve mutual benefit;
- Knowledge in the field of philanthropy, philanthropic trends, fundraising techniques with HNWI's, foundations, trusts and corporations;
- Access to a network of philanthropists, foundations or trusts, family offices, etc. at senior management level in France and Monaco;
- Proven experience in preparing and developing strategy, plans for annual income growth and to reach targets;
- Working experience with an INGO/NGO in the humanitarian field an asset;
- Managerial skills with a results-driven attitude;
- 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 private sector fundraising environment in France and Monaco;
- Excellent relationship-building and networking skills with large groups as well as with individuals;
- Strong communication, presentation (both verbal and written) and interpersonal skills to deal with persons of different cultural and educational backgrounds;
- Excellent analytical skills;
- Excellent computer skills with Word, Excel, PowerPoint;
- A flexible and outgoing team player with service-oriented attitude;
- Knowledge of UNHCR programmes and activities at field level is desirable;

- Fluency in English and French (oral, written, comprehension).

Location

The successful candidate will be based with the team in UNHCR's office in Paris, France. Depending on the actual status of the COVID-19 pandemic, the working method might be either teleworking, working from the office or the combination of the two.

Conditions

The position is associated with a yearly contract, valid until end of the year, with possibility of renewal. It is a full-time role with working hours starting from 9 AM to 6 PM, Monday to Friday (40 hours per week).

The salary is in line with the local UN GS Salary scale.

To apply

Interested applicants should submit their letter of motivation, duly updated (with all work experience) and signed new Personal History Form (P11) with supplementary sheets, and CV to hqpsphr@unhcr.org indicating "Senior Fundraising Associate (PPH), France" in the subject of the email.

New/accepted Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

Only short-listed applicants will be contacted.

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.