



**UNHCR**

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

# Terms of Reference

## Fundraising Campaigns Intern

### Supporter Engagement Section - PSP

UNHCR, the UN Refugee Agency, is offering an exciting internship opportunity within the **Supporter Engagement Section** in our office in **Brussels, Belgium**

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions of people.

**Title:** Fundraising Campaigns Intern

**Duty Station:** Brussels, Belgium

**Duration:** 6 months (possibility of 2 months extension)

**Contract Type:** Internship (paid, as per UNHCR policy)

**Start date:** As soon as possible

**Closing date:** **Sunday 21<sup>st</sup> August, 2022 – Midnight CEST**

## Organizational context

The selected candidate will support the Global Private Sector Partnerships' (PSP) Campaigns team, mainly based in Copenhagen, and will work closely with a team member currently based in Brussels. UNHCR's Private Sector Partnership Service (PSP) supports the Agency's global collaboration with the private sector through its network of fundraisers and national associations in the Americas, Europe, Asia Pacific, the Middle East and Gulf region and Africa. This exciting internship is a unique opportunity to gain experience in fundraising, marketing, campaigns and communication within UNHCR's Private Sector Partnerships team and to support UNHCR's private sector fundraising efforts around the world.

## The position

We are seeking a dynamic and proactive intern, with a strong interest in fundraising, communications, and refugee issues, to complete a six to eight-months internship within UNHCR's PSP's Global Campaigns team.

The team is charged with ensuring that UNHCR's private sector fundraising network has the content, tools, resources, and best practice communication products to launch successful fundraising campaigns that enables income generating teams to deliver increased resources to UNHCR's budget. We work on acquisition and retention of donors from around the world and help to boost UNHCR's brand equity and improve brand coherence.

## Duties and responsibilities

The Fundraising Campaigns Intern will be expected to engage with:

- Providing marketing, fundraising, communication and administrative support in relation to UNHCR's Winter campaign -- a global fundraising campaign running in over 25 countries from mid-October to the end of March each year.

This will include various responsibilities including but not limited to:

- Supporting the gathering of compelling UNHCR content for the Winter Campaign which can be adapted for markets around the world.
- Following UNHCR's winterization work in relevant countries, online, including on social media
- Supporting the development of quizzes and other engagement mechanisms for virtual webinars with colleagues in markets, and/or for donors and prospects.
- Assisting in content management (website, socials, e-mail).
- Providing support in sharing of best performing successes from markets.
- Researching the latest statistics, messaging and refugee stories for donor reports
- Providing administrative support to the Campaigns team, including for live events and procurement exercises related to the campaign.
- Book project group meetings and managing action points for those meetings.

## Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a strong communicator with flawless English, including advanced writing and editing skills. Additional languages an asset.
- Have strong competencies of social media, digital media, content management systems or other web-based applications
- Have knowledge of Photoshop and Adobe Premiere will be considered an asset
- Show a genuine desire to learn and adapt
- Have good inter-personal skills and be a keen team-player.

## Eligibility

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Be a recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to work of the Organization.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

## Location and Conditions

The successful candidate will be based with the team in the office in Brussels, Belgium. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

The internship is for six months full-time role with 40 working hours per week, from 8.30am to 5pm - Monday to Friday. The recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating **“your surname” – “Fundraising Campaigns Intern - Brussels”** in the subject of the email.

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

**Closing date for the receipt of applications: Sunday 21<sup>st</sup> August, 2022 – Midnight CEST (Brussels time)**

**Vacancy Notice issued: 4<sup>th</sup> August 2022**

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.