



# UNHCR

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

## Terms of Reference

### Snr Fundraising Assistant (PPH), LICA 5 (UNOPS)

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

UNHCR, the UN Refugee Agency, is offering a contract within the Private Sector Partnerships Services in our Office in Paris, France.

Established in December 1950, the Office of 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 seven decades, UNHCR's work in over 130 countries has helped over 84 million of people restart their lives.

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 has developed a Private Sector Fundraising Strategy focusing on both Individual Giving (IG) and Private Partnerships and Philanthropy (PPH), identifying priority fundraising markets and regions.

UNHCR's Private Sector Partnerships department (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.

As part of its corporate/corporate foundation and family/private foundation fundraising activities, the PSP department is seeking a Snr Fundraising Assistant (PPH) to support its activities. The position, based in Paris, offers a unique opportunity to work within a dynamic team, dedicated to fundraising and the development of private partnerships in France and Monaco.

**Title:** Snr Fundraising Assistant (PPH)

**Duty Station:** Paris, France

**Contract Type:** Local Support, LICA-5 (equivalent to GS-5)

**Duration:** 1 July 2022 – 31 December 2022

**Application start date:** 02 June 2022

**Application closing date:** 15 June 2022

## 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 France, which aims to raise funds from private sector donors in France and Monaco 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 reliable asset to the UNHCR France operation within PSP Europe.

The Snr Fundraising Assistant's objectives will be to manage and leverage UNHCR France private sector prospects/partners pipeline, including corporates, foundations, and philanthropists, in line with the fundraising strategy, while working in close collaboration with other UNHCR France departments including External relations and protection as well as with HQ and other PSP markets.

## Duties and responsibilities

Under the overall supervision of the PPH Associate the main tasks of the Senior Fundraising Assistant (PPH) will be to:

### **Cultivation & prospection activities**

- Develop appropriate cultivation plan and work on multichannel stewardship materials to retain and leverage on PSP France existing partners/donors;
- Ensure an appropriate strategic and tactical response to UNHCR private partners in the event of humanitarian emergencies;
- Keep aware of the fundraising and business environment and proactively develop new opportunities for UNHCR in France, appropriately influencing the organization to explore new models of partnership;
- Support the implementation of UNHCR campaigns, including local and global UNHCR campaigns; develop and support for implementing innovative ways of engagement (cause-

related marketing campaigns, clients & employees' engagement, technical expertise, gift-in-kind, etc.) with existing partners and donors;

- Support the prospection of companies, corporate foundations, family foundations and major donors/middle donors: research, targeting, argumentation and creation and monitoring of prospecting tools;
- Strategic monitoring of the private sector fundraising, sponsorship, and philanthropy sector (benchmarking, legal, fiscal and regulatory developments in patronage, etc.).

### **Private sector communication and project support**

- Develop brand-compliant reports, proposals, and pitches for existing and new PPH partners and donors;
- Support in data sharing and internal reporting;
- Support in the design and producing/writing of cultivation and engagement materials such as thematic fact sheets, donor newsletters, iconographic research, videos, etc.;
- Support transversal fundraising projects: common communication assets, financial and marketing management tools, multi-channels fundraising campaigns, etc.;
- Support the mobilization of private sector for UNHCR engagement key moments/campaigns such as World refugee Day, conferences, webinars, field visits, etc.

### **Other activities**

- Work within UNHCR's due diligence screening policy and processes for PPH partnerships;
- Work in close collaboration with other UNHCR France departments including External relations and protection; as well as with HQ and other PSP markets;
- Perform any other tasks as required.

## **Essential minimum qualifications and professional experience required**

The ideal candidate will be required to have:

- Minimum 2 years of previous working experience relevant to the function combined with Secondary Education (High School diploma) or minimum 1 year of relevant working experience with a Bachelor's or higher degree in Marketing, Business, or related field;
- Working experience in establishing and cultivating solidarity partnerships;

- Previous experiences in international solidarity organizations with corporates & corporates foundations and/or major and middle donors would be an asset;
- Very strong interest in fundraising activities with the private sector (corporate and philanthropy);
- Good knowledge of the French private sector CSR context;
- Good knowledge of the French generosity context;
- Great ability to work on communication & marketing materials (print and digital);
- Excellent writing skills and very good oral fluency both in French and English (essential);
- Capability of initiatives and autonomy, showing rigor and organization;
- Knowledge on how to work in an emergency and sense of priorities;
- Excellent computer skills with Word, Excel, PowerPoint.

## Location

The successful candidate will be based with the team in UNHCR's office in Paris, France.

The working method is normally full-time working from the office, however 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 UNOPS contract, planned from 01/07/2022 until 31/12/2022, with possibility of further extension. 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.

### **Special note:**

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 by a vaccine that is approved by WHO, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines.

## To apply

Interested applicants should submit their letter of motivation, duly updated (with all work experience) and signed Personal History Form (PHF), and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating “**Snr Fundraising Assistant (PPH) Paris**” in the subject of the email.

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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.*