Contract type: Individual Consultant
Category/Level: Level C
Project/Consultancy title: Private Philanthropy consultant (Private Sector Partnerships Service)
Contract Duration: 1 Sept 2021 to 31 December
Duty Station: Remotely from home
Closing Date: 15 August 2021

Functional expertise and responsibilities:

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. The overall purpose of the individual consultant is to support the PSP team in China to gain better insight into how to engage with Chinese UHNWI (Ultra High Net Worth Individual) philanthropists and how to allocate and prioritize our resources in order to grow income in this area. The consultant will also assist in connecting UNHCR and introducing its work to selected UHNWI philanthropists in China with a particular focus on outreach and increase the visibility of UNHCR among this group of target audience.

Under the supervision of the Associate PSP officer (Beijing) and with the support from the Private Philanthropy Section in PSP HQ (Copenhagen), the individual consultant’s scope of work will include the below:

- Map the philanthropic landscape in China, including key players and how they organize themselves (if at all), and how favourable the private philanthropy landscape is to global causes, to the UN, and to international organizations implementing projects outside of China
- Research and analyze key players fundraising from (U)HNWIs in the market, including how long they have engaging in this space and how successful they have been so far
- Develop a strategy that will guide UNHCR in its engagement with Chinese UHNWI philanthropists for the next 3-5 years, including a prioritized list of leads with strong potential to align with UNHCR/the refugee cause, and recommendations on how to approach the philanthropic circles in China
- Provide recommendations and advice on possible approaches, suggested initiatives, and resources implication for the PSP team in China to achieve income growth from private philanthropy, especially the (U)HNWI segment
- Assist in implementing the UNHCR Strategic Plan for China for 2021-2023, insofar as it relates to private philanthropy
• Connecting UNHCR to selected UHNWI philanthropists through personal networks, suggest approaches and angles to engage them, and provide appropriate communications and other materials including but not limited to tailored cases for support to introduce UNHCR’s work and position UNHCR within the Chinese UNHWIs spheres
• Where needed, engage in activities that help to grow the donor base - this may include organizing outreach and networking events, identifying and attending relevant networking events, and initiating partnerships/relationships with relevant groups/entities/platforms that act as intermediaries and provide access to new prospective donors.

**Expected deliverables:**

• A strategy paper including competitive analysis
  - Number of pages: about 20 pages
  - Language(s): English
  - Number of copies: one electronic copy
• A list of prioritized leads with which he/she can connect UNHCR in China through personal networks or engagement activities –the list should have at least 15 UHNWIs

**Required qualifications and experience:**

• Completion of University degree MA/BA in Business Administration, Social Sciences, Political Science, Marketing, Communications, or other related discipline.
• At least 6 years of professional work experience for Bachelor degree and 5 years of experience for Master degree with international private sector fundraising experience in a not-for-profit organization or an international organization and/or other relevant fields such as development, consulting, finance/banking, and so on.
• Experience developing strategies/strategic plans in the non-profit and/or fundraising sector
• Experience negotiating and securing partnerships
• Proven experience in organizing networking events and meetings in combination with excellent presentation and communication skills.
• Experience in developing communications and outreach materials for targeted audiences, including writing and editing letters, appeals, reports, acknowledgements, briefings, and donor correspondence, with an ability to explain complex issues and initiatives to external stakeholders in an appealing and concise manner.

**Key Competencies**

• Proven ability to build long-term partnerships/ manage high-end clients/donors
• Good presentation, communications (verbal and written), marketing and PR skills
• Research and analytical skills, with an ability to prioritize and develop strategies
• Good knowledge of the donor community and fundraising environment in China
• Excellent spoken and written English and Chinese.
• Excellent computer skills especially Word and Excel
• Flexible and outgoing team player with service-oriented attitude.
• Strong interpersonal and networking skills to deal with persons of different
cultural and educational backgrounds.
• Knowledge of UNHCR programmes and activities would be an asset.

Candidates are invited to send a motivation letter and UNHCR Personal History Form (available at <http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip>) prior to the closing date of this vacancy to the email address chibe@unhcr.org. Please include the title in the subject line.