

**UNHCR Philippines
Vacancy Notice No. 16/2021
Terms of Reference**

Title: Face-to-Face Fundraiser
Duty station: Manila, Philippines
Section/Unit: Private Sector Partnerships (PSP)
ICA Level: LICA 1
Corresponding level: GS-3
Duration: from [01/01/2022] to [31/12/2022]
Supervisor: Face-to-Face Team Leader

1. General Background

Philippines' Private Sector Partnerships (PSP) Unit is set to roll out an in-house face-to-face (F2F) channel in 2022 to diversify allocation of investment for the long-term sustainability of its individual giving program as it forecasts growth trend to continue as the market emerges from the pandemic.

UNHCR is looking for highly motivated F2F Fundraisers with experience in F2F fundraising to support the launch and expansion of UNHCR's in-house F2F fundraising channel in the Philippines.

2. Purpose and Scope of Assignment

The F2F Fundraiser will perform the following duties under the supervision of his/her direct supervisor:

Sales

- Approach potential UNHCR donors in public or private places and recruit monthly donors in line with the Fundraiser Code of Conduct set by UNHCR
- Work in accordance with the schedule and locations pre-arranged by UNHCR Philippines PSP Unit
- Understand and comply within the guidelines set by the F2F Fundraising Team Leader or person in charge for proper operation of the team.

Advocacy

Represent UNHCR Philippines at fundraising sites in a professional manner and in accordance with the communication standards and guidelines set forth by UNHCR

Training

- Participate in trainings, briefing sessions and meetings as required by UNHCR Philippines
- Maintain an interest in and awareness of UNHCR's mandate and refugee protection

Administration

- Ensure accuracy and validation of data of donors from online pledge forms based on the F2F fundraising team's SOP
- Handle personal information in accordance with data privacy regulations
- Complete the online pledge form by making follow-up calls to new donors whose personal information or bank details were incomplete or incorrect
- Ensure the safekeeping and maintenance of UNHCR assets assigned to the F2F fundraising team

3. Monitoring and Progress Controls

The F2F Fundraiser will be monitored by the team leader. Input will be collected and reported daily to team leader. Monitoring of performance will be based on sales achievement by KPI sign up per day.

4. Qualifications and Experience

a) Education

University degree in Sales and Marketing, Communications, or any related field.

b) Work Experience

At least a one-year experience in F2F fundraising or direct sales

c) Key Competencies

- Strong communication and interpersonal skills
- Positive and highly motivated
- Articulate, at ease with persons of different cultural/educational backgrounds.
- Knowledge of refugee issues and of UNHCR or another human rights-oriented agency an asset.
- Written and verbal fluency in English and Filipino.

How to Apply:

1. Interested applicants should send their updated CV, motivation letter, and UN Personal History Forms to e-mail address: phimavac@unhcr.org on or before **3 December 2021** with subject: **VN-16/2021- Face-to-Face Fundraiser (Manila)**
2. Personal History form can be downloaded from the following links:
P-11: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm