

Title: Face-to-Face Fundraiser (Administrative and Location)
Duty Station: [Chiang Mai, Thailand]
Section/Unit: Private Sector Partnership Services (PSP)
Supervisor: Associate PSP Officer

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

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 (POC).

The Private Sector Partnerships Service (PSP) sits within the Division of External Relations (DER) of UNHCR and is responsible for mobilizing resources from the private sector to help refugees. UNHCR has developed a Private Sector Fundraising Strategy, focusing on both Individual Giving and Private Sector Partnerships, identifying priority fundraising markets and regions.

Face-to-Face (F2F) Fundraiser (Administrative and Location) is responsible for assisting the concerned supervisor to provide support in gaining and securing event spaces for the F2F fundraising teams in Chiang Mai to conduct their activities with potential expansion to wider areas in the north of Thailand, enabling the programme to achieve the goal of generating a sustainable income for UNHCR Thailand. In addition, the staff will help to expand the opportunity to raise funds in areas such as Door to Door and Business to Business.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

The main objective of this LICA is to plan, secure, manage and develop effective F2F fundraising locations for the In-house program as well as monitoring and analyzing the results to maintain effective location partnerships for PSP Thailand. The responsibilities for this LICA are listed as follows:

Location Development and Management

- Plan and arrange F2F fundraising locations for the PSP Thailand F2F In-house fundraising programme operation by predicting location demands and coordinating with other concerned F2F staff members and external partners according to the annual fundraising plan of PSP
- Secure sufficient qualified locations for daily F2F In-house fundraising activities.
- Identify potential location partners and organizers, including companies, public places, commercial areas, fair organizers and others, liaising with them to discuss and identify location coordination requirements for F2F fundraising activities and events.
- Negotiate with location providers concerning the details of the F2F fundraising activities for approval or modification.
- Maintain good relationships with location providers through regular contact and ensure that communication channels are effective.
- Work with other colleagues to devise, plan and present F2F fundraising activities that are appealing to potential location providers and within the given budget.
- Assist the supervisor in monitoring budgets and F2F fundraising activity costs.
- Organize logistics, including booking accommodation and arranging transportation when travelling is involved.

- Produce, manage, organize and deliver the equipment and communication materials necessary for F2F fundraising activities.

Location Monitoring and Analyzing

- Monitor the effectiveness of the F2F fundraising locations.
- Communicate and cooperate closely with other F2F fundraising staff members to coordinate locations, develop strategies and analyze results.
- Report on the results and progress to the F2F Fundraising Manager in a professional manner.

Administrative Support

- Manage administrative work in areas of event management: sending proposals, confirmation letters, thank you messages and other necessary actions.
- Prepare fundraising materials for each fundraiser in a timely manner.
- Provide general support for the In-house F2F Fundraising Manager or Team Leaders on office administration.

Fundraiser Recruitment

- Implement the recruitment of In-house F2F fundraisers, comprising Official Recruitment and Personal Recruitment methods.
- Official Recruitment: provide administrative support to the recruitment of In-house F2F fundraisers; advertise the vacancies through the official recruitment channels of PSP, call for interviews, handle the human resources process and act as the focal point with the candidates including maintaining records and archives. Keep track and record the performance of fundraisers in the PSP performance tracking sheet to ensure they correspond with their TOR and the conditions of the Payment Instructions.
- Personal Recruitment: screen and recruit potential candidates from personal contacts or networks, and process human resources tasks in the same way as Official Recruitment.

Others

- Perform other duties as required.

3. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

- University degree, preferably in Business, Marketing, Communications or Economics.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- 1 year of work experience in event planning, marketing, business client management and/or F2F fundraising is preferred.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies.)

- Excellent communication skills

- Strong interpersonal skills
- Excellent listening, negotiation and presentation skills
- Analytical, decision-making and management skills
- Proven ability to develop lasting professional relationships with partners
- Proven ability to manage multiple projects simultaneously while paying strict attention to detail
- Ability to work independently within a collaborative team environment
- Fluency in Thai and English (both written and spoken)

Submission of Applications:

Please submit your CV and a copy of official ID card to Thabafrs@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

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