



UNHCR

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

Terms of Reference

Foundations Associate, LICA-6

(UNOPS)

Private Sector Partnerships Service (PSP), UNHCR London, UK

UNHCR, the UN Refugee Agency, has an exciting opportunity for a Foundations specialist to join the Private Sector Partnerships Team in the UNHCR offices in London, United Kingdom.

UNHCR's Private Sector Partnerships (PSP) plays a crucial role in helping expand the organization's funding base, while ensuring a sustainable and predictable stream of income. UNHCR has developed an ambitious PSP fundraising strategy to reach \$1billion by 2025; the UK is highlighted as a priority growth market for UNHCR. To that end, UNHCR is planning to set up a UK registered charity in 2019 to fully realize the potential of the UK fundraising market.

In support of PSP UK's Leadership Giving program, UNHCR is looking to hire a Trusts and Foundations Associate to undertake outreach to trusts and foundations through research and grant writing. The Foundations Associate is expected to work closely with the UK PSP team, UNHCR UK Branch Office and the rest of the PSP network as required.

Title: Foundations Associate

Duty Station: London, United Kingdom

Contract Type: UNOPS (local ICA, level 6)

Duration: yearly contract, to start ASAP

Advertisement start date: 9 January 2019

Advertisement closing date: 22 January 2019

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 Foundations Associate position is part of PSP UK team (which is part of PSP Europe Region) and it is based in the UNHCR Office located in London.

The position

We are seeking a dynamic and proactive team player, with a strong interest in fundraising, to become a steady and reliable asset to the PSP UK fundraising operation.

Under the supervision of the Associate PSP Officer (Leadership Giving), the Foundations Associate will develop and execute a strategy to increase financial support from trusts and foundations in the UK. This role will achieve six figure income targets from trusts and foundations.

Duties and responsibilities

Under the supervision of the Associate PSP Officer (Leadership Giving), the Foundations Associate will be responsible for the following:

- Work as part of the Leadership Giving team to develop new business opportunities with trusts and foundations in line with UNHCR's fundraising strategy;
- Development and management of a robust prospect pipeline and a calendar of opportunities for grant submissions to trusts and foundations;
- Undertake detailed prospect research and identify the most appropriate funding and fundraising opportunities;
- Develop pitches, proposals and other products for potential new partnerships;
- Support initiatives with existing accounts to maximize potential of a partnership including reporting, event management, and research;
- Support PSP UK's efforts to position UNHCR as the 'go to' charity brand for the private sector community in the UK;
- Establish an appropriate strategic and tactical response to LG prospects in the event of humanitarian emergencies;
- Maintain the database with up-to-date and accurate information on LG prospects and partners;
- Work within UNHCR's due diligence policy and processes for LG partnerships;
- Ensure accurate income recording and earmarking procedures to facilitate financial reporting; and
- Support PSP LG in other activities as requested.

Essential minimum qualifications and professional experience required

The ideal candidate will be required to have:

- Completion of secondary education and advanced training or certificate in business administration or a related field;
- Minimum 6-10 years of previous work experience in UK private sector fundraising relevant to the function. Experience with an international NGO or humanitarian organisation would be an asset.

Key Competencies

- Excellent communication skills (spoken and written) in English;
- A flexible and outgoing team player with service oriented attitudes;
- Problem solving and decision making skills, excellent relationship management, customer service and communication skills;
- Ability to independently manage and prioritize multiple simultaneous projects in a fast-paced and busy environment and to delegate task assignments as needed;
- Required excellent knowledge of Microsoft Word, Excel, PowerPoint;
- Good knowledge of the UK's fundraising environment, especially the trusts and foundations sector.

Desirable Competencies

- Working experience with an INGO in the humanitarian field an asset;
- Working knowledge of another relevant UN language;
- Knowledge of UNHCR programs and activities would be an asset.

Location

The successful candidate will be based with the team in UNHCR's office in London, United Kingdom.

Conditions

The position is associated with a yearly contract valid until end of 2019. 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 General Service Salary scale.

To apply

Interested applicants should submit their letter of motivation, dully completed and signed Personal History Form (P11), and CV to hqpsphr@unhcr.org indicating 'Direct Marketing Fundraising Associate, PSP London' in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc