
Development Associate

The Office of the United Nations High Commissioner for Refugees (UNHCR), also known as the UN Refugee Agency, is the world's leading organization aiding and protecting people forced to flee their homes due to violence, conflict and persecution. UNHCR provides shelter, food, water, medical care and other life-saving assistance to refugees around the world.

The dream of most refugees is to return home. When possible, UNHCR helps refugees return to their homeland. When refugees can't go back home, we work to find opportunities for them to rebuild their lives in another country. Since its formation by the United Nations General Assembly in 1950, UNHCR has helped an estimated 50 million refugees restart their lives and has twice received the Nobel Peace Prize.

1. Purpose and Scope of Assignment

Reporting to the Head of Individual Giving in Toronto and working within a growing team, the Development Associate will:

- Work with the Head of Individual Giving to create fundraising plans and develop new opportunities to secure support for UNHCR from mid-level donors and prospects.
- Develop and implement high-level relationship-building initiatives, cultivate and solicit prospects for leadership and legacy gifts.
- Prepare fundraising materials such as proposals, briefing notes, call reports, letters, and other marketing materials as required.
- Manage appropriate donor cultivation, acknowledgement and stewardship plans are identified and implemented effectively and consistently for the mid-level donor segment.
- Use prospect identification, research and qualification processes to generate prospects and implement strategies to drive mid-level giving.
- Work with the Head of Individual Giving to establish agreed upon individual metrics and ensure that personal and team revenue goals are achieved.
- Develop strategies to target and prospect small/medium business prospects.
- Support stewardship event initiatives where applicable.
- Work closely with other members of the Individual Giving team to deliver the highest standards of donor service in every interaction.
- Ensure donor activity is accurately and fully recorded in the database.
- Track activity against targets ensuring financial goals are met or exceeded.

2. Qualifications and Experience

a. Education

Completion of Secondary Education with certificate/ training in communication, marketing, advertising, international development or other related discipline

b. Work Experience

Minimum 4 years of experience with 2+ years of experience in a development officer fundraising position at a charity.

c. Key Competencies

- History of success closing gifts (or comparable metric in corporate terms)
- At least one year of experience with Raiser's Edge (or similar database).
- Excellent oral and written communications skills.
- A demonstrated customer service focus.
- Excellent problem-solving skills.
- Ability to work confidently under pressure to deadlines.
- Ability to work independently as well as part of a team.
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint.
- English speaking. French an asset.

Please submit your resume and cover letter consolidated into one document to <https://charityvillage.com/jobs/search-results/job-detail.aspx?id=338795&l=2>. Unfortunately we are unable to take phone calls at this time. Thank you!