



UNHCR

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

Fundraising Associate Role within an International Organization

Leadership Giving (LG) Associate

This is a unique opportunity for a fundraiser experienced in donor relations and major gifts fundraising to take on a challenging role within a well-respected international organization. Join a dynamic team of national and international fundraisers at an organization investing in and achieving significant growth in its private sector fundraising programs globally.

If you are a Canadian citizen or have legal status in Canada (i.e. - Permanent Resident) with a university degree and at least two years of relevant fundraising experience with a non-profit organization, please submit your CV and covering letter by **12 noon hour (EDT), 31 May 2016**.

If you are the successful applicant, you will be responsible for major gift direct response fundraising activities that align with UNHCR Canada's LG and strategies using the moves management system, such as identifying prospects, tracking major gift donors, managing the major gift portfolio, maintaining meticulous records and responding to donors' needs.

Throughout 2016, The UN Refugee Agency in Canada will continue growing its network of corporate, foundation, High Net Worth Individuals (HNWIs) and major gift donors. As such, a full-time, in-house LG Associate will be necessary to provide support to meet revenue targets and undertake various forms of donor care.



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Responsibilities:

- Contribute to PSFR Canada's overall annual income target for corporate, foundation, HNWI and major donors, as outlined in the fundraising Annual Plan and Budget.
- Undertake research and identify prospect major donors and HNWIs in PSFR Canada's donor database.
- Provide support to cultivate new major gift donors/HNWIs, as well as major gift direct response fundraising activities (i.e. - direct mail).
- Meet donor reporting deadlines and requirements; draft reporting components, as per donor Partnership Agreements negotiated with UNHCR Canada.
- Provide timely support and prepare donor stewardship materials, including acknowledgement/thank you letters to LG/major gift donors that are dispatched on time.
- Manage, update and track contributions in the donor database; and maintain meticulous records.
- Document all approaches and outcomes to existing and prospect LG/major gift donors, in the database using moves management.
- Implement a filing system for all LG/major gift donors (i.e. - e-safe, donor database and hard copy LG donor documentation).
- Provide timely follow-ups on LG/major donor information requests and other donor care related correspondence.
- Organize donor visits, meetings, field missions and annual consultations with relevant existing and prospect LG/major gift supporters, plus other key stakeholders.
- Undertake additional tasks, as required by the Service.

Salary and benefit package is competitive with other fundraising positions in Canada. With the title of Leadership Giving (LG) Associate, this will be a UNOPS contract with the option to renew at the end of the calendar year.



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Position Requirements:

- Candidate is a Canadian citizen or has legal status in Canada (i.e. - Permanent Resident).
- Completion of secondary education with post-secondary certificate/training in marketing, fundraising, communications, or a related field.
- A minimum of 2 years previous job experience, relevant to the function in private sector fundraising.
- Fluent in English, communicates well with the general public, is customer service-oriented.
- Sound knowledge and experience working with fundraising donor databases, particularly RaisersEdge.
- Knowledge of MS Word, Excel and PowerPoint.
- Can work under pressure to meet tight deadlines.
- Interest and understanding of humanitarian issues.
- Experience working for international non-profit organizations is an asset.
- Knowledge of UN (specifically UNHCR) procedures is an asset.
- Fluency in written and spoken French is an asset.

This is an exceptional opportunity to join UNHCR, one of only two organizations to be awarded the Nobel Peace Prize on two occasions (in 1954 and 1981). UNHCR helps to save, protect and rebuild the lives of millions of people forced to flee from their homes due to violence, conflict and persecution.

Interested candidates can submit their application online by visiting CharityVillage:

<https://charityvillage.com/jobs/search-results/job-detail.aspx?id=338875&l=2>

All applications must be received with a cover letter by 12 noon hour (EDT), 31 May 2016

Owing to the anticipated volume of applications, please note receipt of applications will not be acknowledged. Only short-listed candidates will be contacted for an interview. No telephone inquiries, please.