

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

---

## Private Sector Partnerships Officer (NOC) CANTO/A/PSP/003

---

This position presents a unique opportunity for an experienced, strategic and highly effective fundraiser to join the Private Sector Partnerships (PSP) unit 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 programmes globally.

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Canada is seeking a full-time Private Sector Partnerships (PSP) Officer for its Toronto Office. This position will report directly to the Senior PSP Officer (Americas) and supervises a growing PSP team. The successful applicant will be responsible for developing and overseeing UNHCR Canada's private sector fundraising programme.

### **Major Duties and Responsibilities:**

- Contribute to the development and implementation of a strategic plan for Private Sector Fundraising in Canada, reflecting both the country advocacy strategies and the global PSP strategies. Develop the annual PSP plan and budget.
- Effectively lead the country PSP team to substantially increase the funds raised in Canada for UNHCR from a variety of private donors.
- Oversee all the individual giving programs which includes face-to-face fundraising program, direct mail and online fundraising programs in addition to other methods determined to be appropriate such as DRTV (direct response TV fundraising programs).
- Develop and/or oversee cordial relations with relevant Leadership Giving donors (corporate, foundations, major donors) and media partners when it is related for fundraising in Canada in order to seek their increased financial and other types of support for UNHCR.
- Oversee the development, maintenance, updating and enhancement of all the fundraising communication messages and materials for print and internet-based online outlets in order to maximize the loyalty of the donors for UNHCR.
- Oversee and support the co-ordination of PSP special events in order to raise funds for a range of activities.
- Liaise closely with Communication/PI Officer for the implementation of joint strategy to enhance public awareness of UNHCR's work and the refugee cause.
- Manage and/or oversee the PSP budget, expenditure, and human resources (UNHCR internal and affiliated staff through UNOPS).
- Ensure the submission of regular reports to the relevant internal recipients inside UNHCR (country, regional and HQ level).
- Ensure the compliance with the relevant domestic law related to fundraising practice, fundraising licencing and data protection.
- Perform other duties as required.

**Position Requirements:**

- The candidate should either be a Canadian citizen or have legal status in Canada (i.e.- Permanent Resident)
- University degree in Marketing, International Relations, Journalism, Communications, Political/Social Sciences or related field.
- Minimum 6 years (5 years with advanced university degree) of professional experience in Private Sector Fundraising, Public/External Relations or Media, with exposure to the international environment.
- Experience with direct response fundraising and up-to-date knowledge in PSP techniques (face-to-face, mass appeals, digital fundraising and emergency fundraising)
- Experience with Leadership Giving fundraising (major donors, corporates, foundations, high net worth individuals).
- Ability to work independently and to exercise good judgement is valuable for this position, which requires a certain level of maturity, sensitivity and leadership by example.
- Excellent communications, written and presentation skills.
- Current market knowledge of PSP in Canada.
- Excellent English language skills.
- Familiarity with the UN in general is an asset.
- Written and spoken French language skill 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 (1954 and 1981). UNHCR helps to save, protect and rebuild the lives of millions of people forced to flee their homes due to violence, conflict and persecution.

Salary for this position will be according to established UN Salary Scales for Canada.

Please submit a cover letter and full curriculum vitae by e-mail to [usawapsp@unhcr.org](mailto:usawapsp@unhcr.org) quoting "PSPO-VN/PSP/003" in the subject line of the email.

**Application deadline is 10 February, 2016 by close of business, 5 p.m. EST**

Receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview.

Please no phone calls.