



**Internal/External Vacancy Notice
Senior PSP Assistant - Leadership Giving
CANTO/VN/PSP/005**

Duty station: Toronto, Canada
Contract/Level: LICA5 / GS5
Contract duration: July 1, 2017 to December 31, 2017 (Renewable subject to satisfactory service)

The United Nations Refugee Agency (UNHCR) Private Sector Partnership office is seeking a Senior PSP Assistant (LG) to join its growing team in Toronto

This is a unique opportunity for a fundraiser experienced in donor relations 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 partnerships (PSP) programs globally.

If you are the successful applicant, you will be responsible for coordinating fundraising activities that align with UNHCR Canada's LG and strategies using the moves management system, managing the donor portfolio, maintaining meticulous records and responding to donors' needs.

Throughout 2017, 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 Senior Fundraising Assistant for LG will be necessary to provide support to meet revenue targets and undertake various forms of donor care.

Key Duties and Responsibilities

- Contribute to PSP Canada's overall annual income target for corporate, foundation, HNWIs and major donors, as outlined in the fundraising Annual Plan and Budget.
- Record, track and report major gift and LG revenue on a weekly, monthly and quarterly basis.
- Undertake research and identify prospect major donors and HNWIs in PSP Canada's donor database.
- Provide admin 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.
- Provide timely support and prepare donor stewardship materials, including acknowledgement/thank you letters to 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 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.

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 two 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.
- An aptitude for numbers is required for the role.
- 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 twice (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.

Salary and benefit package for this position is competitive with other fundraising jobs in Canada.

This will be a UNOPS contract position based in Toronto with the option to renew at the end of the calendar year.

How to apply

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 (consolidated into one document) by email to canotpsfr@unhcr.org with "VN/005-Senior Fundraising Assistant" in the subject line.

Deadline for submission of applications is Friday 23 June, 2017.

Owing to the anticipated volume of applications, please note that receipt of applications will not be acknowledged. Only short-listed candidates will be contacted for an interview. **NO TELEPHONE INQUIRIES PLEASE**

Thank you!