



Internal/External Vacancy Notice
Senior Fundraising Communications Associate
CANTO/VN/PSP/006

Duty station: Toronto, Canada
Contract/Level: LICA 7 / GS7
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 Fundraising Communications Associate to join its growing team in Toronto

UNHCR is the world's leading not-for-profit organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety and dignity.

Our Canadian office is part of a global network that works in 126 countries, protecting over 60 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then we've been on the ground helping over 50 million people forced to leave their homes, and have received two Nobel Prizes for our work.

We're passionate about the people we help—and the amazing team of people who work for us. We thrive on excellence, integrity and respect for diversity. Our culture is dynamic, results-oriented and focused on change, ready to tackle the latest global humanitarian crisis. You'll be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who's not only ready to jump in at the start of this journey, but has the skills, energy and creativity to help shape what comes next.

Scope of Assignment:

Reporting to the PSP Officer, the Senior Fundraising Communications Associate will develop fundraising communication strategies and products aimed at private sector donors in Canada and help share compelling information and stories about UNHCR's work that inspire reflection and action among supporters and raise funds from the Canadian public and leadership givers. In detail, the Associate will:

- Create communications strategies, plans and messages that support PSP fundraising objectives and strengthen brand awareness
- Review all fundraising materials and messages to ensure brand consistency
- Liaise closely with the Senior Communications/Public Information (PI) Officer to develop and implement joint UNHCR Canada PI-PSP strategies
- Create content for digital engagement which includes e-mails, social media, stories for website and e-newsletters
- Work with vendors and produce UNHCR donor magazine and other donor stewardship reports
- Support with the creation of materials for specific fundraising campaigns
- Contribute to PSP's annual planning by preparing fundraising communications budgets
- Develop and maintain communication calendar for PSP
- Provide general communications support for special events and other public engagement activities
- Support PI when necessary to manage and recruit UNHCR Canada spokespeople, high profile supporter and Goodwill Ambassadors
- Perform other duties as required



Monitoring and Progress Controls

- Meet PSP Canada's fundraising communications objectives as set out in the annual plan
- Ensure brand consistency and messaging

Qualifications and Experience

a. Education

- University degree in Journalism, Communications or a similar program

b. Work Experience

- Minimum 6 years of relevant job experience in communications, ideally with an NGO or other relevant not-for-profit

c. Key Competencies

- Proven experience developing and implementing communication strategy
- Excellent writing and editing skills in English with ability to write compelling and insightful materials for PSP audiences
- Experience with social media and digital
- Excellent communications skills

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

Interested applicants are invited to send their resume and cover letter (consolidated into one document) by email to canotpsfr@unhcr.org with "VN/006-Senior Fundraising Communications Associate" 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!