

---

**Internal / External Vacancy Notice**  
**Assistant Private Sector Partnership Officer-Major Gifts (Head of Major Gift Fundraising)**  
**CANTO/PSP/VN/002**

---

Location: Toronto, Ontario  
Start date: 01 March 2018  
Application deadline: 02 February 2018

The Private Sector Partnership (PSP) Office of the United Nations High Commissioner for Refugees (UNHCR) in Canada, is recruiting a full time Assistant Private Sector Partnership Officer (Major gifts) for its office in Toronto.

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.

The Assistant PSP Officer (Major Gifts), will be an entrepreneurial, self-starter who develops and cultivates relationships with current and potential UNHCR Canada major gift donors (\$10,000+) through “high touch” engagement and stewardship. Specific areas of responsibility include:

Specific areas of responsibilities and requirements of this position are as follows,

### **Duties and Responsibilities**

- Manage a portfolio of major donors to achieve annual fundraising goals and revenue targets
- Develop a donor management for donors and monitor progress to ensure all key performance indicators are met.
- Steward and cultivate additional gifts from current major gift donors through program updates, invitations to events, writing reports, and facilitating contact with other UNHCR colleagues.
- Proactively research and develop prospect pipeline to build acquire new major donors to support UNHCR programs.
- Work closely with Mid-level donor manager to identify and prospect major donors.
- Initiate and manage special fundraising events and donor cultivation and recognition events.
- Maintain and update information and activities in donor database (track responses, detail communications, etc.)
- Develop strong and effective proposals, materials, content and communications for major donors
- Coordinate with colleagues to monitor, evaluate and report on program results.
- Collaborate with other departments in identifying project funding needs and develop strategy to achieve funding goals.
- Development of compelling cases for support for initiatives in need of funding.
- Other related duties as required.

### **3. Monitoring and Progress Controls**

- In conjunction with the team, raise under \$1 million for the Leadership Giving portfolio in 2018.
- Ensure brand consistency and messaging
- Ensure gold standard of donor service, including response rate of 24 hours or less.



**UNHCR**

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

**Assistant PSP Officer (Major Gifts), CANTO/PSP/VN/002**

- Provide bi-weekly status report to direct manager.

**4. Qualifications and Experience**

**a. Education**

- A University degree in business/marketing, advertising, social sciences or a related discipline.

**b. Work Experience**

- 3-6 years of fundraising experience, primarily developing, managing and stewarding relationships with major gift donors in a non-profit organization
- Experience with closing deals of donation amounts of \$10,000 and above.

**c. Key Competencies**

- Knowledge of CRA charitable tax receipting rules
- Ability to work independently as well as part of a team.
- Excellent organizational, interpersonal and networking skills with large groups and individuals
- Excellent negotiation skills and able to follow through and close deals
- Ability to explain complex issues to external donors and present the organization and its diverse operations in an appealing and concise manner
- Proficiency with Microsoft Office suite, including MS Word, Excel and Powerpoint. Raiser's Edge experience a desirable asset.
- Excellent communications skills and a record of managing effective, professional and high standards of communications with major gift donors
- Ability to work confidently under pressure to deadlines.
- Maintains a positive attitude – is outgoing and cheerful with donor interactions.
- Ability to work with confidential information with discretion.

**Other Requirements**

- Excellent command of English language
- The candidate should either be a Canadian citizen or permanent resident of Canada.

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

To apply for this position, please send a copy of your fact sheet or P11 together with your resume and cover letter to [cant1adm@unhcr.org](mailto:cant1adm@unhcr.org) with “**CANTO/VN/PSP/002–Assistant PSP Officer MG**” in the subject line.

Please note that the receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview.

**NO PHONE CALLS PLEASE**