



# UNHCR

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

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## Internal / External Vacancy Notice

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### Fundraising Intern - CANTO/PSP/VN/011

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Location: Toronto, Ontario  
Duration: 5 February 2019 to 31 July 2019  
Application deadline: 14 January 2019

#### 1. General Background

The United Nations Refugee Agency (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 130 countries, protecting over 65 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 even received two Nobel Prizes for our work.

We are 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.

#### Eligibility

In order to be considered eligible for an internship, applicants must be a recent graduate or current student in a graduate / undergraduate school programme from a university or higher education facility accredited by UNESCO; and have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

#### Purpose and Scope of Assignment

The Private Sector Partnerships (PSP) Fundraising Assistant will be the first point-of-contact for donors at UNHCR Canada. This position will be responsible for donor quality control and includes such functions as acknowledgments, preparing correspondence, processing donations, data-entry, performing outbound calls and answering emails.

Specific areas of responsibility include:

##### Administrative Duties

- Perform database management including updating records and creating actions in Raiser's Edge
- Assist the Leadership Giving team, specifically the Asst. PSP Officer conduct research of current donors and viable new prospects
- Conduct discovery calls to various organizations and individuals to verify information
- Write comprehensive donor/prospect profiles for Major/ High Net Worth Individuals
- Help prepare and edit meeting briefs, albeit staff and/or donor meetings
- Provide support as well as attend LG lead events including planning logistics and other duties surrounding event
- Assist in proposal development by ensuring all facts and figures are accurate and current
- Work collaboratively with the global network team



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### **Monitoring and Progress Controls**

- Contributes to PSP Canada's overall goal by helping identify donor prospects.
- Consistently prepare accurate reporting and manage information in the database

### **Qualifications and Experience**

- Some work or volunteer experience in office administration
- Background in business communications

### **b. Work/Volunteer Experience**

- Related work and volunteer experience in a not-for-profit

### **c. Key Competencies**

- Fluent in English, communicates well with the general public, is customer service-oriented
- Experience in developing and stewarding relationships with corporations, foundations and major donors in a non-profit organization.
- Excellent knowledge of MS Word, Excel and PowerPoint.
- Has a strong aptitude for numbers.
- Knowledge and experience working with fundraising donor databases, particularly RaisersEdge.
- Can work under pressure to meet tight deadlines.
- Reliability. Maintains consistent working business hours at PSP Toronto office to perform duties.

#### Desirable:

- Interest and understanding of humanitarian issues.
- Experience working for international nonprofit organizations is an asset.
- Knowledge of UN (specifically UNHCR) procedures would be a strong asset.
- Fluency in French or another UN language.

UNHCR Interns receive food and transportation allowance based on standard UN Daily subsistence allowance rate.

To apply for this position, please send a copy of your resume and cover letter to [cant1adm@unhcr.org](mailto:cant1adm@unhcr.org) with "CANTO/VN/PSP/VN/011-PPH Intern" 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**