



UNHCR

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

Internal / External Vacancy Notice

CANTO/PSP/VN22/023 – PPH Planned Giving Intern

Location: Toronto, Ontario
Title: PPH Planned Giving Intern
Duration: 8 Months
Contract Type: Internship
Expected Start Date: As soon as possible
Reference: CANTO/PSP/VN22/023
Closing Date for Application: Ongoing

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 135 countries, protecting over 80 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 have been on the ground helping over 80 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 will be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who is 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.

2. Purpose and Scope of Assignment

An internship with UNHCR Canada means the candidate will engage in the daily activities of our employees and gain real world experience while making a difference in the lives of people worldwide. Working with a seasoned fundraising professional team, they will immediately embrace real, meaningful assignments. The candidate will apply their educational knowledge to real-life situations while being urged to use own creativity in their own work.

This intern position will be report to and work with the Assistant, PSP Officer on the Planned Giving portfolio and other PPH team members. In a larger context, this intern will be part of the Private Partnerships and Philanthropy team and have the opportunity to learn about how planned giving donors are cultivated and stewarded in person, at events, via email and via direct mail. This intern will learn about donor communication, relationship building, database management, administrative tasks, events, prospect research and more.

Duties and Responsibilities:

- **Communications:** Project manage the development of donor communication materials including proposals, cover letters, and TY letters. Provide proof-reading and fact-checking support.
- **Prospect Research:** Use prospect research tools to create prospect briefings on a handful of planned giving donors.
- **Database Management:** Work in the donor databases to manage donor records and ensuring that planned giving intentions and estate gifts are reflected properly in the database and tracker.
- **Stewardship:** Help to write letters, cards and make calls to donors to thank them for their contributions.



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- Estate Administration: review notices and enter information in the database, review open estate files to determine status
- Analytics and Reporting: Assist with maintaining planned giving records in the database and compiling information to create planned giving reports
- Administration: Helping with general administrative work and other tasks as requested.

Qualifications and Experience

- University degree (completed within previous 12 months or currently in progress) is required.
- Experience in fundraising, marketing, or communications an asset.
- Experience working with donors an asset.
- Experience planning events an asset.
- Excellent oral and written communications skills.
- Ability to work under deadlines.
- Ability to work independently as well as part of a team.
- Good computer skills, in particular Microsoft Word, Excel, and PowerPoint.
- English speaking. French an asset.

Eligibility

Interns must be eligible to work in Canada.

In order to be considered for an internship, candidates must meet the following criteria:

- 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 to, or of interest to, the work of the organization.

**Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.*

NOTE: An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Food and Local Transportation Allowance

Interns who do not receive financial support from an outside party will receive an allowance to support costs related to food and local transportation.

The maximum allowance for a full-time internship is \$1000 USD. UNHCR working hours are from 9-5 Monday through Friday.

The duty station for this internship is Toronto. Individuals applying from other provinces are responsible for associate travel cost to Toronto.

Medical insurance

The selected candidate for the internship is required to provide proof of health insurance as part of his/her hiring documents. UNHCR internship contract does not include any medical insurance coverage.



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To apply for this position, please fill in the UN **Personal History/Supplementary forms**, found on our website (<https://www.unhcr.ca/careers/>) and send those forms along with your **cover letter** and **CV** to cant1adm@unhcr.org. Please provide the exact date of enrolment and completion of your studies on the cover letter and UN Personal History Form. Additionally, please indicate “**CANTO/PSP/VN22/023- PPH Planned Giving Intern**”

The Applications/Forms must be **submitted in English**.

Applications received after the deadline or without UN Personal History Form will not be considered.

Please note that only shortlisted candidates will be contacted - We regret we do not accept any phone calls

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training).

We welcome applications from candidates with a refugee or stateless background.