

Internal / External Vacancy Notice

Senior PPH Associate CANTO/PSP/VN/008

Location: PSP Toronto
Title: Senior PPH Associate (Equivalent to Senior Manager of Development)
Application deadline: 04 October 2023
Type of contract: Fixed-Term Appointment
Category/Grade: General Service, G7
Duration: 01 November – 30 November 2024 (with possibility of extension)
Expected start date: November 2023
Workday Reference: JR2326771

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 137 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 89.3 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

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating \$1 Billion annually and identifies priority fundraising markets and regions.

As part of this strategy, and in order to achieve the ambitious objectives of mobilizing necessary resources for UNHCR, colleagues working in the sphere of Private Partnerships and Philanthropy (PPH) mainly focus on developing and strengthening long-term partnerships with companies, foundations and private philanthropists ("PPH donors"). As part of a wider fundraising team, the primary role of PPH colleagues is to

seek various forms of support from PPH donors: securing funding for UNHCR



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programmes and projects will be considered priority, but the work also includes leveraging the capacities of these partnerships beyond funding, in order to build long-lasting holistic partnerships bringing various forms of support to UNHCR and to persons of concern (POC), such as advocacy, visibility, expertise, innovation and public engagement.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

This Senior Manager of Development will be part of the greater Private Partnerships and Philanthropy (PPH) team which focuses on Major Giving. This position in particular will work on cultivating new and existing partnerships with Foundations across Canada. The selected fundraiser will have experience working with Major Donors, particularly Foundations. The selected candidate will be comfortable soliciting and stewarding six and seven figure gifts from Foundations and will have a strong working knowledge of the Foundation context within Canada. Though this person will lead the strategy on Foundations, they will also support other Major Gifts colleagues in fostering their own relationships with key foundations in their portfolios. The selected candidate will collaborate with HQ and regional colleagues for key learnings about global Foundation partnerships and will manage an individual budget line.

3. Duties

- As delegated by the supervisor, support the outreach to and engagement of PPH donors, and all activities relevant for the acquisition and strengthening of relationships with them, depending on the local market and philanthropic landscape.
- Research, archive and maintain information on donor partners and new prospects, including keeping up to date biographical information, key philanthropic activities, up to date capital information, moves and actions plans (cultivation plans), tasks and events.
- Use Salesforce database to monitor PPH activity; and support the maintenance of up-to-date records of partnerships and relationships, including tracking income raised, keeping internal calendars and plans updated, and/or overseeing staff who handle data entry and maintenance on Salesforce.
- Communicate accurate and timely information on UNHCR's programs and activities, in conformity with the Organization's financial needs and priorities, to prospective and current donors.
- Research, develop and present solicitation, cultivation and stewardship materials in a comprehensive but donor-friendly format for PPH audiences. This might include drafting and presenting complex project concept notes, proposals, progress reports, high level briefing notes and letters among other necessary



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documents, and/or adapting existing materials to the needs of PPH audiences and providing donor care services.

- Support the implementation of the PSP Global Strategy and the national fundraising strategy in aspects related to High Net Worth Individuals (HNWI), foundations and corporations.
- Comply with UNHCR Due Diligence Procedures, help preparing compliance screening reports for submission to PSP's global team.
- Keep informed about the local fundraising and business environment, fundraising best practices and about issues related to humanitarian and development work which might have an impact on PPH activities, and escalate to the supervisor if needed.
- Carry out on-going market research in order to identify new prospects, develop a prioritized list and inform engagement/cultivation plans as needed.
- Support the supervisor in the implementation of cultivation plans for top prospects and donors. This might imply direct management of some accounts, scheduling meetings with prospects/donors, preparing necessary research/materials for upcoming meetings and events, and following up on meeting outcomes and due tasks.
- Provide comprehensive internal reports and updates on pipeline/cultivation progress including recommendations and alerts to the supervisor or senior management as appropriate.
- Support the appropriate strategic and tactical engagement with and approach to PPH prospects in the event of emergencies.
- Support the preparation of internal and external workshops, meetings and networking events which help the cultivation and stewardship of PPH donors, including overseeing logistical aspects; and, if required, liaise with PSP HQ to support the engagement of the market's PPH partners and prospects at high-level events coordinated by HQ.
- Assist the global PSP team in the adaptation, testing and/or development of activities and tools that support engagement with PPH donors.
- Provide messaging lines, amongst other necessary tasks in relation to the PPH donors and prospects managed in the market, including for press releases/conferences, and social media visibility.
- Support the PSP team's efforts to strengthen UNHCR visibility towards PPH audiences and to position UNHCR as the 'go to' brand and Organization for private sector actors interesting in forced displacement.
- Assist in the creation and dissemination of promotional materials for campaigns targeting PPH Donors to ensure compatibility, timing and best results.
- If applicable, represent UNHCR/PSP in meetings with prospective and current partners to promote an accurate understanding of UNHCR's work and its financial and other needs.
- Assist in the development of strategies and plans to engage the different segments of PPH donors with UNHCR and the refugee cause, which might include liaising with HQ to receive the necessary technical information on UNHCR programmes and thematic area strategies.
- Support the engagement with intermediaries by undertaking research, consolidating information and bringing matters to the supervisor as needed. This might include keeping updated on local law affecting wills and legacies.



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- If applicable, support on the development of marketing programs to receive Gifts in Wills targeting major donors and HNWI audiences; and support plans to nurture such audiences into including UNHCR in their will.
- Ensure that legacies and HNWI pledges and notifications are recorded and followed up in the most appropriate way to maximize income and provide good quality planning information.
- Perform other related duties as required.

Responsibility

- Develop and lead the Foundation strategy for PPH team.
- Manage the Foundations portfolio for UNHCR Canada.
- Solicit and steward major gifts from existing Foundation partners.
- Research, identify, and cultivate new Foundation partnerships.
- Provide regular impact reporting to Foundation portfolio.
- Manage the Foundations budget line.
- Collaborate with other PPH colleagues to share expertise and content for key Foundation partnerships.
- Work with HQ teams to provide the best knowledge and service to Foundation partners in Canada.
- Run and support events for Foundation donors.
- Support in the production of content (proposals, impact reports, letters) for Foundation partners.
- Manage the data processes in Raiser's Edge and Salesforce related to Foundation donors.
- Liaise with the Mid-Level and Individual Giving teams to ensure donors are properly moving up and down the pipeline.

3. Qualifications and Experience

a. Education

Years of Experience / Degree Level

For G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Marketing,
International Relations,
Management,
or other relevant field

Communications,
Economics,
Social Sciences

Journalism,
Business Administration,
Fundraising,

b. Relevant Job Experience

Essential

Relevant experience with exposure to an international environment and/or with humanitarian or development organizations. Knowledge of partnerships, fundraising, and/or relationships with donors and/or external partners. Ability to produce high-quality written materials tailored to specific audiences. Ability to balance different and sometimes competing needs and deadlines. Experience in coordinating multiple stakeholders, with an ability to multi-task, manage time, and thrive in a high-pressure environment. Ability to function well in a multi-cultural environment. Knowledge of CRM systems, ideally Salesforce. Experience in marketing and/or communications and/or sales Knowledge of specific fundraising techniques targeting PPH donor audiences.

Desirable

Knowledge of humanitarian programming and/or UNHCR programs and operational arrangements. Knowledge of SharePoint 365 platform. Experience in a UN field location and/or working in a developing country.

Functional Skills

PS-Fundraising materials production and management
PS-Partnerships / Individual Giving Programs
PS-Emergency Fundraising
FR-Middle and/or Major Donor Fundraising
PS-Fundraising - High Net Worth Individuals (HNWI)
IT-Computer Literacy
CL-Multi-stakeholder Communications with Partners, Government & Community

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability



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Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Empowering and Building Trust
Managing Resources
Managing Performance

Cross-Functional Competencies

Negotiation and Conflict Resolution
Political Awareness
Stakeholder Management

c. Eligibility:

Applicants must be eligible to work in Canada when applying.
To be eligible to work in Canada, applicants must have one of the following legal statuses:
Canadian citizen or a (valid) Permanent Resident of Canada or authorized in writing to work in Canada under the federal Immigration Act (valid work permit).

4. Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

To apply for this position, please visit UNHCR career webpage:

https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Senior-PPH-Associate_JR2326771

For any HR related inquiries, please send an email to cant1adm@unhcr.org indicating the vacancy notice number and related title in the subject line.

Application should be received through Workday to be reviewed.

Please note that only short-listed candidates will be contacted for interview.

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.



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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.