

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
VACANCY REFERENCE: CANTO/PSP/VN/24-002**

Title of Post	PPH Associate	Category/grade	General Service, GS6
Post Number	N/A	Type of contract	Temporary Assignment/ Appointment
Location	Toronto, Canada	Date of Issue	18 March 2024
Effective date of assignment	April 2024	Closing Date	02 April 2024

Approximate salary	CAD\$ 73,097 – 87,594 Gross/Annual
Benefits	- 1.5 days paid annual leave per month (18 days per year) in addition to the UN statutory holidays. - Medical Insurance coverage for staff and immediate family member/s
Recruitment process	8 – 10 Weeks
Office location	Midtown Toronto

1. Operational Context

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 almost 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 people forced to leave their homes and have even received two Nobel Prizes for our work.

Within the Private Sector Partnerships team, we fundraise from individual Canadians, business, and Foundations. 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. Organizational Setting and Work Relationships

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 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.

3. Duties

General

- 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.
- Support donor cultivation and stewardship by drafting and/or adapting compelling proposals, reports, fact sheets and other materials targeting PPH donors, in close collaboration with PSP's global teams.
- Contribute to the strategic development of UNHCR's engagement with the private sector.
- Prepare the necessary research and materials for meetings with prospects and donor partners and follow up with supervisor and concerned staff on meeting outcomes and due tasks.
- Support the development of donor/partner recognition and acknowledgment tools for donor partners, including providing support with video production, press releases / conferences, and social media visibility.
- Draft letters, project concept notes, proposals, and progress reports.
- 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 supporting on data entry and maintenance on Salesforce.
- Undertake ongoing research and data collection to identify new prospects, highlight potential priority prospects and thus build a prospect pipeline, and support programmes to inform and recruit prospects and supporters.
- 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.
- Research and monitor opportunities and build up a calendar of deadlines and criteria ensuring that all information is captured and shared with the PPH team so that opportunities can be leveraged.
- Assist with fundraising for emergencies by supporting the development of initiatives targeting PPH donors.
- Comply with UNHCR Due Diligence Procedures, help preparing compliance screening reports for submission to PSP's global team.
- Support the consolidation of data and information for financial reports and presentations on income, expenditure and budgets, and similar reporting requirements.
- Support the development of private sector engagement activities and tools, including through legacies, cause-related marketing, employee engagement and other activities targeting different types of PPH donor audiences.
- 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.
- As delegated, and in collaboration with administrative colleagues, support PPH colleagues with procurement, administrative and travel matters.
- Support the successful organization of donor missions to Field Operations.
- Assist in the creation and dissemination of promotional materials for campaigns targeting PPH Donors to ensure compatibility, timing, and best results.
- Support the engagement with intermediaries by undertaking research, consolidating information, and bringing matters to the supervisor as needed.
- If applicable, support on the development of marketing programmes to receive Gifts in Wills targeting major donors and High Net Worth Individuals (HNWI) audiences; and support plans to nurture such audiences into including UNHCR in their will.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues, and concerns to a supervisor or to relevant functional colleague(s).

Proposal and Report Writing

- Manage the content creation for the PPH team including custom proposals for Major Donors to help solicit funds for UNHCR's work around the world.
- Develop pitch decks, info packages, cover letters, thank you letters, and additional content needed by the team.
- Lead research for the PPH team to ensure donors are receiving the most up to date information.
- Write stewardship and impact reports for Major Donors using a variety of UNHCR reports and online sources.
- Write meeting briefs and speaking points for events with key talking points, updates from UNHCR and key messages tailored to the audience.
- Adapt content provided by UNHCR HQ for a Canadian audience.
- Monitor all PPH content to ensure it follows ethical fundraising guidelines as established by UNHCR Canada.
- Lead the relationship with various UNHCR HQ teams to properly designate and track major gifts from Canadian donors.

Prospect Researching

- Lead prospect research for the PPH team to identify potential prospects with a high propensity to give to UNHCR using a variety of online and printed sources.
- Work to identify and research high-net-worth individuals, foundations, and corporations who might have an affinity to UNHCR's cause and be willing to donate.
- Create research profiles for fundraising solicitors.
- Create research profiles in advance of events and meetings to brief staff on attendees.
- Research foundations and write grant proposals for funding.
- Lead the relationship with the UNHCR HQ Due Diligence team to properly screen prospective donors.

Website content management for PPH

- Manage and update the content of the team's donation and web pages on the UNHCR Canada website.
- Check to ensure content on all PPH pages are up to date.
- Create new donation pages for campaigns as needed.
- Coordinate with other teams to ensure content and messaging is aligned.
- Perform other related duties as required.

4. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G6 - 3 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, Communications, Journalism, International Relations, Economics, Business Administration, Management, Social Sciences Fundraising, or other relevant field

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Relevant experience with exposure to an international environment and/or with humanitarian or development organizations. 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 partnerships, fundraising, and/or relationships with donors and/or external partners, and/or sales, and/or marketing and communications.

Desirable

Knowledge of humanitarian programming and/or UNHCR programmes and operational arrangements. Knowledge of SharePoint 365 platform. Knowledge of CRM tools, ideally Salesforce. Knowledge of specific fundraising techniques targeting PPH donors. Experience in a UN field location and/or working in a developing country.

Functional Skills

CL-Multi-stakeholder Communications with Partners, Government & Community
IT-Computer Literacy
PS-Emergency Fundraising
PS-Fundraising - High Net Worth Individuals (HNWI)
PS-Fundraising materials production and management
PS-Middle donor programme development and management
PS-Partnerships / Individual Giving Programmes
(Functional Skills marked with an asterisk* are essential)

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.***

5. Competency Requirements

Core Competencies

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

Managerial Competencies

Empowering and Building Trust
Managing Performance

Cross-Functional Competencies

Planning and Organizing
Political Awareness
Analytical Thinking

6. Eligibility Criteria:

Applicants must be resident in and 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 authorization in writing to work in Canada under the Federal Immigration Act (valid work permit)

7. 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>

8. Submission of Applications:

To apply for this position please visit UNHCR career webpage:

https://unhcr.wd3.myworkdayjobs.com/External/job/Toronto-Canada/PPH-Associate_JR2437705

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

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

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.



UNHCR

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

Applications are encouraged from all qualified candidates without distinction on grounds of race, color, 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.