

# Terms of Reference

## Individual Giving Fundraising Internship

**Project Title:** Private Sector Fundraising

**Organisation:** UNHCR

**Job Title:** Individual Giving Intern

**Duty Station:** Copenhagen, Denmark

**Duration:** 6 months

**Contract Type:** Internship

### Background Information

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 55 million people.

The internship will sit within UNHCR's **Private Sector Fundraising Service (PSFR)**, which raises funds from private sector donors to support UNHCR's work. UNHCR is almost entirely funded by direct, voluntary contributions, the bulk of it from donor nations. However, support from the private sector is growing, and the funds raised from the private sector quadrupled over the last five years reaching more than \$280 million in 2015.

Within PSFR, the internship role will sit within the **Individual Giving (IG) team**, Strategy & Marketing Section in Copenhagen. This exciting internship is a unique opportunity to gain experience in global fundraising programmes and campaigns, developed specifically for individual donors - those with the ability to give donations of between \$1 to \$10,000 a year to UNHCR.

### Duties and Responsibilities

We are looking for a proactive, enthusiastic intern to complete a six months internship in UNHCR's Individual Giving team.

The team is charged with ensuring that UNHCR's private sector fundraising network has the tools, resources and best practice to recruit, retain and develop their individual donors. It does this through the creation of bespoke, targeted fundraising strategies and communications that are developed and translated for our IG fundraising teams located across the global.

This exciting internship will be a unique opportunity to gain experience in fundraising and marketing as part of UNHCR's Global Private Sector Fundraising team. We are seeking a dynamic and initiative-taking individual with a strong interest in refugee issues and fundraising/marketing.

## Essential Minimum Qualifications and Professional Experience Required

### The ideal candidate will:

- Possess an undergraduate/master's degree in a relevant field
- Be a strong communicator with fluency in English, including advanced writing and editing skills
- Have strong research and organizational skills
- Have excellent knowledge of MS Office suite
- Be available to work full time (40 hours) for a six-month period

### The Individual Giving Intern will be expected to engage with the following:

- Support the development and implementation of individual giving programmes.
- Assist the in the creation of individual communications (email, website, video, direct mail).
- Coordinate the translation of IG communications into multiple languages
- Research and keep abreast of the latest statistics featured in IG communications
- Ensure all IG communications adhere to the brand book and follow image guidelines
- Manage the uploading of IG content to the media library and UNHCR exchange
- Assisted with the production of monthly and quarterly budget reports
- Provide administrative support to the Individual Giving team
- Any other tasks as needed

### Location:

The selected intern will be based with the team in UN City, Copenhagen and work under the supervision of PSFR Officer Individual Giving

### Conditions:

The internship is expected to begin in April 2016 and be available for 6 months. The role is full time (40 hours per week) within 8.30am to 5.00pm Monday to Friday. Please note that the terms of internship as defined by UNHCR practice, preclude payment of any kind.

### To Apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to [DENCODERHR@unhcr.org](mailto:DENCODERHR@unhcr.org) indicating **“Individual Giving Fundraising Internship”** in the subject of the email.

P11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**The deadline for applications is 1<sup>st</sup> March 2016**