

# TERMS OF REFERENCE

## Private Sector Partnerships (PSP) Associate

### UNHCR London

<b>Position Title:</b>	PSP Associate
<b>Contract/Level:</b>	UNOPS Local support LICA 6
<b>Category:</b>	UNOPS
<b>Section/Unit:</b>	Private Sector Partnerships, DER, UNHCR United Kingdom
<b>Duty Station:</b>	London, United kingdom
<b>Duration:</b>	01/10/2016 - 31/12/2016
<b>Closing Date:</b>	Friday 23 <sup>rd</sup> September 2016

#### **Background Information:**

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR's work in 125 countries has helped over 50 million of people restart their lives.

UNHCR's Private Sector Partnerships (PSP) plays a crucial role in helping expand the organization's funding base, while ensuring a sustainable and predictable stream of income. Although currently representing a small portion of UNHCR's overall revenues, the contribution from the private sector is nonetheless significant and rapidly increasing: in 2015, this income amounted to more than USD 284 million. PSP focuses on two main income pillars (leadership giving and individual giving) and is committed to further expand digitally.

There is an opportunity to grow the Leadership Giving (LG) programs in the UK through new business development which, in turn, has the potential to increase the overall PSP UK income. Through the emergency appeals in 2015 and high profile fundraising events that took place in the first half of 2016, PSP UK has a growing portfolio of major donors and a pool of prospects – both HNWI and corporates/foundations. Hence, we are requesting the resources to develop new business in the UK, which would include cultivating these existing prospects into LG donors, as well as securing new donors.

#### **Organizational context:**

Under the overall supervision of the PSP Officer UK, the PSP Associate (Leadership Giving) will establish a new business fundraising strategy for Leadership Giving in the UK, undertake prospect research and maintain the prospect pipeline. Working in close coordination with Leadership Giving colleagues in the UK and in Copenhagen, the PSP Associate will identify and connect with major donors, corporations and trusts/foundations in the UK. He/she will cultivate and manage the relationships with prospective donors and help secure income for UNHCR programs.

The PSP Associate is expected to work closely with the UK PSP team, Branch Office UK and the rest of the PSP network as required

### **Duties and Responsibilities:**

The main tasks and responsibilities of the PSP Associate will be to:

- Establish, drive forward, monitor and evaluate UNHCR UK's LG new business fundraising strategy, including an effective prospecting programme to secure six and seven figure long-term partnerships;
- Develop proposals and pitches for potential new LG partnerships, as well as for maximizing potential with existing partners;
- Initiate and lead specific major LG new business opportunities in line with the fundraising strategy;
- Support the PSP UK team's efforts to position UNHCR as the 'go to' charity brand for the private sector community in the UK;
- Deliver best practice stewardship to prospects and partners to ensure we are achieving joint objectives and that partnerships are regularly reviewed and evaluated;
- Ensure an appropriate strategic and tactical response to LG prospects in the event of humanitarian emergencies;
- Keep aware of the fundraising and business environment and proactively develop new opportunities for UNHCR in the UK, appropriately influencing the organisation to explore new models of partnership;
- Work within UNHCR's due diligence screening policy and processes for LG partnerships.

### **Monitoring and Progress Controls:**

- New business strategy for Leadership Giving in the UK is implemented and maintained.
- A solid prospect pipeline is maintained and expanded.
- Income from major donors, corporates and foundations is secured.

### **Essential Minimum Qualifications and Professional Experience Required:**

#### **Education**

- Secondary Education Level with knowledge in business administration or a related field.

#### **Work Experience**

- Minimum 6 years of previous work experience in UK private sector fundraising relevant to the function. Experience with an international NGO or humanitarian organisation would be an asset.

#### **Language**

- Excellent knowledge of English (written/oral/comprehension)

## **Required and Desired Competencies:**

### **Key Competencies**

- Proven experience in preparing and implementing business development strategies for private sector fundraising in the UK.
- Proven track record in delivering six figure Leadership Gifts.
- Excellent analytical skills and strong communication and presentation skills (both verbal and written).
- Good knowledge of the UK's fundraising environment, regulatory framework and market trends.
- Ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often functions on short-term deadlines.
- Proven experience in negotiating and securing significant cash donations from foundations, corporations and/or High Net Worth Individuals in the UK market.
- Ability to explain complex issues to external donors and present the organization and diverse operations in an appealing and concise manner.
- Excellent communication skills (spoken and written) in English.
- Excellent computer skills with Word, excel, PowerPoint.
- Excellent communication and interpersonal skills
- Fluency in English is essential.

### **Desirable Competencies**

- Working experience with an INGO in the humanitarian field an asset.
- A flexible and outgoing team player with service oriented attitudes.
- Knowledge of UNHCR programs and activities would be an asset.
- Familiarity with the Salesforce database would be an asset
- Access to a network of business contacts at senior management level in the UK and an established network in the private sector fundraising sector in the UK.
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### **Location:**

UNHCR London, United kingdom

### **Applications:**

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to [DENCODERHR@unhcr.org](mailto:DENCODERHR@unhcr.org) indicating "**PSP Associate London (UNOPS)**" in the subject of the email.

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

**Closing date for receipt of applications: ~~Tuesday 6<sup>th</sup> September 2016~~**

**Deadline extended up until Friday 23rd September 2016**