

TERMS OF REFERENCE

Snr PSP Associate (LG), UNHCR London

Position Title:	Snr PSP Associate (LG)
Contract/Level:	UNOPS Local support LICA 7
Category:	UNOPS
Section/Unit:	Private Sector Partnerships, DER, UNHCR United Kingdom
Duty Station:	London, United kingdom
Duration:	03/01/2017 - 31/12/2017
Closing Date:	Tuesday 27 th December 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) programmes 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's 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 Snr 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 programmes.

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 Senior 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 at least new one donation from an LG donor (minimum GBP 100k) within the initial 12 months and making concrete inroads to securing a seven figure long-term partnership;
- 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;
- Working closely with the Branch Office's External Relations team, help build UNHCR's profile in the UK and make sure of media opportunities as relevant;
- 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 drafted, implemented and maintained.
- A solid prospect pipeline is built and solicited.
- Significant income from major donors, corporates and foundations is secured in 2017.

Essential Minimum Qualifications and Professional Experience Required:

Education

- Completion of Secondary School or its equivalent in a technical or commercial school with course work/training in International Relations, European affairs, economics or related field.

Work Experience

- At least 11 years of relevant work experience, with a focus on business development in the UK, ideally in private sector fundraising relevant to the function. Experience with an international NGO or humanitarian organisation would be an asset.

Language

- Fluency in English is essential.

Required and Desired Competencies:

Key Competencies

- Proven experience in preparing and implementing business development strategies for private sector fundraising in the UK.
- A track record of negotiating and six and seven figure cash donations from foundations, corporations and/or High Net Worth Individuals in the UK market.
- Proven track record of securing a new corporate/NGO partnerships that he/she was personally responsible for identifying and soliciting.
- 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.
- Ability to explain complex issues to external donors and present the organization and diverse operations in an appealing and concise manner.
- Excellent computer skills and knowledge of MS Office applications.
- Excellent communication and interpersonal skills

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 programmes 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.
- Knowledge/proficiency in other European languages other than French/English.

Location:

UNHCR London, United kingdom

Applications:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to dencocmuhr@unhcr.org indicating ***“Snr PSP Associate (LG) (UNOPS)”*** in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Closing date for receipt of applications: Tuesday 27th December 2016