

TERMS OF REFERENCE

Associate PSP Officer

UNHCR Geneva, Switzerland

Position Title:	Associate PSP Officer
Contract/Level:	UNOPS IICA-1 (equivalent to P2)
Category:	UNOPS
Section/Unit:	DER, Private Sector Partnerships
Duty Station:	Homebased/Geneva area
Duration:	Soonest possible – 31 st December 2017 – with possibility of extension
Closing Date:	20 th October 2017

Background Information:

Established in 1950, the Office for 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 127 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 still representing a small portion of UNHCR's overall revenues, the contribution from the private sector is nonetheless significant and rapidly increasing. In 2016, PSP raised USD 330 million, and revenues continues to grow. PSP focuses on two main income pillars, leadership giving and individual giving.

PSP is currently looking to expand fundraising activities within the private sector in Switzerland and in Austria and is looking to hire an Associate PSP Officer to help support these developments. PSP activities in Switzerland were initiated in 2016 focusing on leadership giving activities, mainly from HNWI's and family foundations, with a geographical focus on the city of Geneva and French speaking parts of Switzerland.

Under the supervision of the PSP Officer Europe based in Brussels and also working very closely with the PSP Officer in Geneva, the Associate PSP Officer will play a key role in supporting the development of the Swiss and Austrian markets as profitable fundraising operations, both from the individual and leadership giving stand points. This will include providing support in acquiring tax-exempt status, procurement processes, as well as assisting the current PSP Officer in Geneva with existing leadership giving partnerships and other related private sector fundraising activities. Among others, the incumbent will play a role in helping build and develop a solid list of 20 to 30 major donor prospects from the Swiss speaking communities. The Associate PSP officer will be part of the PSP Global team and is expected to work closely with the PSP team based in Brussels, Copenhagen, Geneva the UNHCR Swiss Office and Head Quarters teams.

Kindly note that this post will be partially home based from Geneva or the surrounding communities, at least until an office is formally established. The position may be extended into 2018

Duties and Responsibilities:

Under the supervision of the PSP Officer Europe based in Brussels The main tasks and responsibilities of the Associate PSP officer will be to:

- Support PSP Europe (Brussels) and PSP Geneva colleagues in implementing the strategy for Switzerland (and Austria) with the aim to develop these markets as profitable fundraising operations for UNHCR.
- Support the kick start of IG activities in Switzerland and Austria in liaison with relevant stakeholders in particular with PSP colleagues from the Brussels office
- In cooperation with internal and external stakeholders and under the supervision of the Switzerland PSP Officer, support the development of activities/events within the framework of PSP projects with supporters and partners that will promote refugees and UNHCR's visibility and awareness in particular those events that are already being cultivated.
- Assist in stewarding current Swiss donor accounts including providing support related to the development and maintenance of the Switzerland prospect pipeline as required
- Draft compelling proposals for submission to high net worth individuals, trusts, foundations and corporations
- Support with administrative tasks as required.
- Perform any other tasks as required

Monitoring and Progress Control (Expected Outputs)

- Increase PSP income from Switzerland through supporting the setup of a proper structure for the Swiss PSP office including all aspects of the latter such as tax deductibility, office space and any other related matter.
- Switzerland prospects lists are developed and prospects solicited.
- Funding from the French and German communities of Switzerland is increasing.
- Fundraising operations in Austria are being developed.

Essential Minimum Qualifications and Professional Experience Required:

Education:

- University degree in business/marketing, communications, social sciences or a related discipline

Work Experience:

- Minimum 4 years previous relevant work experience with private sector fundraising experience with corporates, major donors or a foundation in a not-for-profit organization or an international organization, in a private bank/multi family office or a marketing/fundraising consultancy firm
- Proven experience in managing accounts with corporations, foundations in the Swiss market
- Knowledge in the field of corporate social responsibility, marketing, communication, philanthropy and philanthropic trends

- Access to a network of business contacts at senior management level in Switzerland and an established network in the private sector fundraising in Switzerland
- Current knowledge of fundraising techniques with individual giving and HNWI, foundations and corporations
- Proven experience in preparing and developing plans for annual income growth and to reach targets
- Experience in handling donor visibility and recognition programmes

Language

- Fluency in English (spoken and written) is essential, fluency in the German and/or French languages will also be definite assets.

Required/Desired Skills & Competencies:

- Proven 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
- Good knowledge of the Swiss private sector fundraising environment would be ideal
- Excellent analytical skills and strong communication and presentation skills (both verbal and written)
- A good communicator with interpersonal skills to deal with persons of different cultural and educational backgrounds
- Excellent computer skills with Word, Excel, Powerpoint
- Working experience with an INGO/NGO in the humanitarian field an asset
- A flexible and outgoing team player with service oriented attitudes
- Knowledge of UNHCR programmes and activities at field level desirable

Location:

home based from Geneva or the surrounding communities

Applications:

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

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

Closing date for receipt of applications: 20th October 2017