

United Nations High Commissioner for Refugees (UNHCR)

Manila, Philippines

Vacancy Announcement no. VN/MNL/11/PSP

Internal/External

Position Title: Private Sector Partnerships Associate (Leadership Giving)	Date Issued: 8 June 2018
Position Level: G-6	Closing Date: 22 June 2018
Report To: Asst. Private Sector Partnerships Officer	Duty Station: Manila
Contractual Status: Local Individual Contract Agreement (UNOPS)	

ORGANIZATIONAL CONTEXT

In keeping with Private Sector Partnerships' (PSP) global focus to tap the potential of Leadership Giving and at the same time diversify our donor sources, PSP Philippines will purposively begin to scope the corporate sector for potential corporate-social responsibility and/or cause-related marketing initiatives. With guidance from regional and headquarters, prospect strategy will be developed that will define the approach for Philippines' corporate and high net worth circles. It is envisaged that some income can be generated on the first year.

This UNOPS LICA position will assist the Assistant PSP Officer to develop the leadership giving fundraising strategy and mobilize funds from the leadership giving sector, and also maintaining the partnerships with donors.

The need of this UNOPS LICA position and the budget required for this position was approved as part of UNHCR Philippines PSP Annual Plan for 2018 by the Global PSP Unit HQs.

FUNCTIONAL STATEMENT.

Accountability

Leadership Giving Program is instituted contributing to the annual income targets of PSP Philippines.

Duties and Responsibilities:

Under the direct supervision of the Assistant PSP Officer in charge of PSP Philippine operation, the individual contractor will render support on the following:

1. Assist in the development of Leadership Giving (LG) strategy for the Philippines;
2. Conduct a market research that will serve as baseline for LG strategy for the Philippines;

3. Identify potential partners and donors from the corporate and high-net worth individuals (HNWI) in the Philippines;
4. Keep abreast on philanthropic trends and corporate social responsibility landscape in the country and within the ASEAN region;
5. Data-mine existing database and cultivate relationship with potential major donors;
6. End-to-end implementation of LG strategy from prospect development, due diligence, acquisition, and stewardship journey;
7. Establish connections with country counterparts of existing global corporate partners;
8. Proactive participation in CSR networks and activities across the country;
9. Draft funding and partnership proposals for potential corporate and HNWI donors;
10. Liaise with global and regional LG staff as well as field colleagues, when necessary for proper donor reporting;
11. Conduct preliminary due diligence screening research about potential LG donors, and process the due diligence clearance with the focal point of the global LG unit;
12. Draft periodic reports on the basis of the global reports available for the LG donors in timely manner and submit the reports to the LG donors concerned after getting clearance from the supervisor;
13. Process income recording; *and*
14. Perform any other related duties that may be required.

Minimum Qualifications and Professional Experience Required:

1. Completion of university degree in Business Administration, Marketing, Sociology or other related discipline
2. Minimum 5 years of professional work experience
3. Experience of Leadership Giving in corporate fundraising in UN agencies, INGOs, international organizations, and/or major donors.
4. Proven ability to write communication materials in English and Filipino
5. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.
6. Strong organization and communication skills.

Desirable Skills:

1. Work experience with professional fundraising skills, and/or marketing skills;
2. Understanding about UNHCR's work and/or humanitarian issues;
3. Proven skills in writing, translation and communication and presentation skills; and
4. Excellent written and spoken English language skill

Application invited for Filipino nationals only.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application- VN-11- PSP Associate (Leadership Giving)" to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links:

P-11: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm

SUPPLEMENTARY FORM: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm