



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés



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## Internal / External Vacancy Notice

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### CANTO/PSP/VN/002- Assistant Private Sector Partnerships Officer, Major Gifts

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Location: Montreal, Quebec  
Application deadline: 28 February 2019  
Expected start date: 01 April 2019

#### 1. General Background

The United Nations Refugee Agency (UNHCR) is the world's leading not-for-profit organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety and dignity.

Our Canadian office is part of a global network that works in 126 countries, protecting over 68 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then we've been on the ground helping over 50 million people forced to leave their homes, and have even received two Nobel Prizes for our work.

We're passionate about the people we help—and the amazing team of people who work for us. We thrive on excellence, integrity and respect for diversity. Our culture is dynamic, results-oriented and focused on change, ready to tackle the latest global humanitarian crisis. You'll be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who's not only ready to jump in at the start of this journey, but has the skills, energy and creativity to help shape what comes next.

#### 2. Purpose and Scope of Assignment

The Asst. Private Sector Partnerships (PSP) Officer, Major Gifts will be an entrepreneurial, self-starter who develops and cultivates relationships with current and potential UNHCR Canada major gift donors (\$10,000+) through "high touch" engagement and stewardship. Specific areas of responsibility include:

- Manage and acquire a portfolio of major donors to achieve annual fundraising goals and revenue targets
- Develop a moves management for donors and monitor progress to ensure all key performance indicators are met.
- Steward and cultivate additional gifts from current major gift donors through program updates, invitations to events, writing reports, and facilitating contact with other UNHCR colleagues.
- Proactively research and develop prospect pipeline to build acquire new major donors to support UNHCR programs.
- Work closely with Mid-level donor manager to identify and prospect major donors
- Initiate and manage special fundraising events and donor cultivation and recognition events
- Maintain and update information and activities in donor database (track responses, detail communications, etc.)
- Develop strong and effective proposals, materials, content and communications for major donors
- Coordinate with colleagues to monitor, evaluate and report on program results.
- Collaborate with other departments in identifying project funding needs and develop strategy to achieve funding goals.
- Development of compelling cases for support for initiatives in need of funding.
- Other related duties as required.

#### 3. Monitoring and Progress Controls

- In conjunction with the Private Philanthropy team, raise \$3.6 million in 2019.
- Ensure brand consistency and messaging
- Ensure gold standard of donor service, including response rate of 24 hours or less.
- Provide bi-weekly status report to direct manager.



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#### 4. Qualifications and Experience

##### a. Education

- A University degree in business/marketing, advertising, social sciences or a related discipline.

##### b. Work Experience

- 2 years of fundraising experience, primarily developing, managing and stewarding relationships with major gift donors in a non-profit organization
- Experience with closing deals of donation amounts of \$10,000 and above.

##### c. Key Competencies

- Knowledge of CRA charitable tax receipting rules
- Ability to work independently as well as part of a team.
- Excellent organizational, interpersonal and networking skills with large groups and individuals
- Excellent negotiation skills and able to follow through and close deals
- Ability to explain complex issues to external donors and present the organization and its diverse operations in an appealing and concise manner
- Proficiency with Microsoft Office suite, including MS Word, Excel and Powerpoint. Raiser's Edge experience a desirable asset.
- Excellent communications skills and a record of managing effective, professional and high standards of communications with major gift donors
- Ability to work confidently under pressure to deadlines.
- Maintains a positive attitude – is outgoing and cheerful with donor interactions.
- Ability to work with confidential information with discretion.

To apply for this position, please send a copy of your resume and cover letter to [cant1adm@unhcr.org](mailto:cant1adm@unhcr.org) with **“CANTO/PSP/VN/002– Assistant Private Sector Partnerships Officer, Major Gifts”** in the subject line.

Please note that the receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview.

**WE REGRET WE DO NOT ACCEPT ANY PHONE CALLS**