



EXTERNAL VACANCY ANNOUNCEMENT

Position: Assist. PSP Officer – Individual Giving
Section/Unit: Private Sector Partnerships (PSP)
Type of Contract/Category: FTA - National Officer / NOA
Duty Station: São Paulo, BRAZIL
Tentative Start Date: 18 February 2019

1. ORGANIZATIONAL CONTEXT

The United Nations Refugee Agency (UNHCR) is the world's leading 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 Brazilian office is part of a global network that works in 126 countries, protecting over 60 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 received two Nobel Prizes for our work.

The Private Sector Partnerships (PSP) team at UNHCR Brazil is fairly new and projecting significant income growth in the next five years. The Assistant PSP Officer (IG) will play a key role in developing a coordinated approach to fundraising and strategic plan for PSP Brazil.

2. PURPOSE AND SCOPE OF ASSIGNMENT

The primary purpose of the Private Sector Partnerships (PSP) UNHCR Brazil is to generate income from individual donors, corporate and foundations, in order to sustain UNHCR activities worldwide.

Reporting directly to the Associate PSP Officer and working in close coordination with the UNHCR's Global Individual Giving Unit and UNHCR Country Office Brazil, the Assistant PSP Officer (IG) will be responsible for developing and implementing the fundraising strategy for Individual Giving and the achievement of strategic objectives and revenue targets. The IG programme is aimed to generate both monthly and one-time donations from individuals using various channels and methods including direct mail, face-to-face fundraising, telemarketing, internet based fundraising and emergency fundraising, with focus on strong donor loyalty and lifetime value.

In detail the Assistant PSP Officer (IG) will:

Accountability (key results that will be achieved)

- UNHCR IG programme in Brazil is established according to a solid long term strategy to generate growing income to sustain UNHCR activities worldwide.
- The Brazilian IG annual PSP plan including its associated income targets and other goals are developed, implemented/achieved and reported in a timely manner.
- The annual expenditure budget for IG PSP Operations in Brazil is efficiently managed.

Responsibility (processes and functions undertaken to achieve results)

- Develop overall strategic direction, objectives and budget for the Individual Giving fundraising program.
- Manage the Individual Giving Annual Planning and Budget process and achieve strategic objective and revenue targets.
- Develop and implement an Individual Giving program that delivers strong donor loyalty and builds donor lifetime value.
- Increase both monthly and one-time donations from individuals using various online and offline channels including direct mail, face-to-face fundraising, telemarketing, internet based fundraising and emergency fundraising.
- Identify and develop new opportunities for Individual Giving, in both donor acquisition and donor development.
- Submit investment applications to UNHCR to fund donor acquisition and development activities.
- Liaise closely with the Leadership Giving (LG) team to ensure an overall strategically coordinated approach to fundraising by PSP Brazil.
- Provide monthly progress reports.
- Complete quarterly reports including reforecasts and progress reports as required.
- Develop and monitor all key performance indicators and analysis to support and inform the Individual Giving strategy and its implementation.

Authority (decisions made in executing responsibilities and to achieve results)

- Act as the focal point for implementation of the IG programme in Brazil to raise funds in Brazil for UNHCR programmes nation and worldwide.

3. REQUIRED COMPETENCIES

- a) Managerial
 - Empowering and building trust
- b) Cross-functional
 - Analytical thinking
 - Innovation and Creativity
 - Planning and Organizing

4. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

Education:

- University degree in Marketing, Business Administration, Economics, International Relations, Journalism, Communications, Political Science, or related field.

Work Experience:

- Minimum 2 years of relevant professional experience.
- Knowledge and experience of donor acquisition channels (Direct Mail, Online and DRTV desirable), donor retention and donor development methods.
- Experience in developing and implementing cohesive, innovative, aggressive and integrated direct response strategies that have resulted in measurable and significant growth in net revenue and donor base.
- Experience with writing Annual Plans and Budgets.
- Demonstrated ability to motivate others/ team management.
- Exceptional communication and interpersonal skills including tact, team working, patience and the ability to write well.
- Highly organized, detail orientated and able to balance various activities on tight deadlines.
- Resourcefulness, initiative, maturity of judgment and ability to work independently.
- Availability to travel internationally as required.
- Excellent English and Portuguese language skills and knowledge of local institutions

5. DESIRABLE QUALIFICATIONS & COMPETENCIES

- Experience with middle level giving and emergency fundraising marketing.
- Knowledge of the United Nations and working within the United Nations.

All applications must be submitted in English. Application package include signed PHP form (NAME – PHP) and motivation letter (NAME – Motivation Letter).

Complete application package must be sent to brabrhr@unhcr.org by **20 January 2019, with the subject line “Assistant PSP Officer (IG)”.**

Applications that do not meet the above specifications will be automatically disqualified.

Kindly note that UNHCR-Brazil does not issue receipt of applications - only shortlisted candidates will be contacted for the next phases of the selection process.