



**UNHCR**

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

# Terms of Reference

## Private Philanthropy Internship

Private Partnerships and Philanthropy Section (PPH),

Private Sector Partnerships Service (PSP)

**Title:** Private Philanthropy Intern

**Duty Station:** Copenhagen, Denmark

**Duration of internship:** 6 months, with possibility of extension for 2 months

**Application deadline:** 29 January 2020

**Expected start date:** 17 February 2020

## Organizational context

UNHCR, the UN Refugee Agency, is offering a Private Philanthropy Internship (to focus on high net worth individuals and family trusts) within the *Private Partnerships and Philanthropy Section (PPH)*, *Private Sector Partnerships Service (PSP)* in our *Copenhagen Headquarters in Denmark*.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 138 countries, using our expertise to protect and care for millions of refugees, returnees, internally displaced and stateless people.

## Duties and responsibilities

We are seeking a dynamic, creative and proactive team player, with a strong interest in relationship management and fundraising, to complete a six-month internship within UNHCR's Private Philanthropy Unit. The Private Philanthropy Intern will be working under the supervision of the Head of Private Philanthropy Unit.

This internship will focus on supporting the team in the development of new business ideas, creating materials to enhance private philanthropy fundraising and engagement activities and general, administrative tasks; duties and responsibilities are dependent on the team's priorities over the course of internship and may include:

- Supporting the wider team in event management for outreach and cultivation purposes;
- Desk research to support the development of strategic activities;
- Desk research in preparation for outreach and meetings;
- Support donor pipeline management;
- Support in preparing presentations to donors;
- Support in preparing funding proposals;
- Support in gathering, organizing and analyzing data relevant to advancing philanthropic engagements;
- Support in the development and delivery of trainings and capacity building materials.

## Minimum qualifications and professional experience required

The ideal candidate will be required to have following qualities:

- Be a recent graduate (completed studies within one year) **or** current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO in a relevant area such as: Marketing, Communications, Psychology, International Relations or Philosophy;
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization;
- Excellent writing skills;
- Excellent organizational skills;
- Ambition to work with individuals and raise funds to support refugees;
- Fluency in English, desirably in French as well;
- Availability for a minimum duration of 6 months.

## Eligibility

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Be a recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to work of the Organization.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

## Location and Conditions

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. The internship is for six months and the preferred start date is 17 February 2020. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week).

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [DENCOCMUHR@UNHCR.ORG](mailto:DENCOCMUHR@UNHCR.ORG) indicating *Private Philanthropy Intern* in the subject of the email by midnight 29 January 2020 (CET Central European Time). P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

**The deadline for applications is midnight 29 January 2020.**