



UNHCR

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

Internal / External Vacancy Notice

Senior PPH Assistant (Stewardship and Administrative Coordination)

Location: PSP Toronto
Application deadline: 07 April 2021
Type of contract: UNOPS
Duration: May – December 2021 (with possibility of extension)
Expected start date: May 2021
Vacancy number: CANTO/PSP/VN/21-09

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 135 countries, protecting over 80 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 have been on the ground helping over 80 million people forced to leave their homes and have even received two Nobel Prizes for our work.

We are 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 will be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who is 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

Reporting to the Associate PPH Officer, the Senior PPH Assistant be supporting the PPH PSP team by managing the stewardship process and activities for the team. One other key responsibility for this role is the management of the administrative and finance management as it related to revenue, expenses and reporting for PPH.

Responsibility

Reporting to the Associate PPH Officer, the Senior PPH Assistant will be responsible for the following list of duties:

- Management of stewardship process includes:
- Drafting stewardship report for \$100K+ donors tightly earmarked funds)
- Drafting stewardship report for \$10+K donors (broadly earmarked + UNR)
- Prepare donor impact report and newsletter letters to be mailed out to all PPH donors
- Draft and mail out thank you/acknowledgement letters
- Prepare stewardship briefs to share with PSP team
- Pull data records due for stewardship reporting
- Coordinate with PSU in preparation for donor reporting
- Coordinate with recognition coordinator in scheduling key stewardship activities as it relates to donor recognition



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- Prepare stewardship calendar
- Track stewardship actions and activities in the database
- Organize stewardship events for PPH donors
- Provide update information to existing and new Donor Advised
- Fund organizations

Administration & Operation support

- PPH revenue and expense tracking
- Online gift tracking
- Key partnership gift tracking - Morneau Shepell online/employee giving
- Prepare earmarking table and submission
- Coordinate with HR/Finance invoice submission
- PPH donor gifts inventory
- Work closely with Database Associate on gift coding
- Focal point for Deloitte Campaign support and donor record uploads
- Coordinate office needs for the PPH team with the support of HR/Admin

Due Diligence and Partner Proposals includes

- Conduct prospect research
- Complete and submit due diligence and partnership proposals
- DD report tracking

Planned Giving program support include

- Draft acknowledgement letters
- Support Asst. PSP PG Officer with estate administration (filing, record keeping and data management)

3. Monitoring and Progress Control

- The individual will be asked to participate in a goal setting exercise towards the end of the previous year (when applicable), with the supervisor which is the Associate PPH Officer
- Review of progression of goals will be conducted on a quarterly basis
- Annual performance review will also be conducted as a end of the year process

4. Qualifications and Experience

a. Education

- Completion of Secondary Education - Bachelor degree an asset

b. Work Experience

- Minimum 3 years of combined experience within the field of administration and private sector fundraising

c. Key Competencies



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- Fluent in English, communicates well with the general public, is customer service-oriented
- Experience in developing and stewardship relationships with corporation, foundations and major donors in a non-profit organization
- Excellent knowledge of MS Word, Excel and PowerPoint
- Has a strong aptitude for numbers
- Must be eligible to work in Canada

To apply for this position, please send a cover letter and the Personal History/Supplementary forms to cant1adm@unhcr.org with “**CANTO/PSP/VN/009– Senior PPH Assistant (Stewardship and Administrative Coordinator)**” in the subject line.

To access forms, please visit our website <https://www.unhcr.ca/careers/>.

Application without personal history form will not be reviewed.

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

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