



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

DATE SUBMITTED :

PART 1A - CLASSIFICATION DATA

A.1 CURRENT / OFFICIAL POST DATA

ORB Authorisation*: **OR1/03-0643**

Post No. **P 10003415**

ICSC CCOG Code*:

Post Title : **Fund Raising Officer**

Post Grade: **NOC**

Post Location : **41021 CANADA, OTTAWA**

Regional Global Post : Yes No

Supervisor Post No : **10011356**

Post Title: **Senior Regional Officer PSFR**

Post Grade: **P4**

Line Manager** Post No:

Post Title:

Post Grade:

(for Regional Global Posts only)

- ACTION REQUESTED -

A.2 CREATION OF POST (Tick as appropriate) **STD** (Standard) **STD-S** (Standard Specific) **EXP** (Expert)

A.3 REVISION OF EXISTING POST (Tick as appropriate)

Change Of Title

Upgrading

Downgrading:

From:

To:

Update of Duties

Others (Specify):

PART 1B - POST JUSTIFICATION

JUSTIFICATION (Creation / Revision) – Explain below why the creation of post is needed. If the post is to be revised, explain any new contextual developments or changes in post requirements that justify the review. If this is a Regional post, please indicate also countries covered)

Since the initial creation of this post the international Private Sector Fund Raising division of UNHCR (PSFR) has been restructured with the appointment of a Senior Regional PSFR Officer based in Washington DC, this is now the liaison person for PSFR functional issues and activities in Canada. There has also been an appointment of a staff person reporting to this position since the last job description was approved.

* To be completed by PCU

** Line Manager is the person in the Field responsible for facilitating the work of a Regional Global Officer



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

PART 2A – IDENTIFICATION OF POST

Post No. : S 10003405

Post Title: **Fund Raising Officer**

Post Grade: **NOC**

Post Location : **41021 CANADA, OTTAWA**

Supervisor Post No: **10011356**; Title & Grade: **Snr. Regional Officer PSFR P4** CCOG Code :

PART 2B – POST REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT (Please define the role of the post within the team, describing its leadership role, if any, its external/internal work relationships or contacts and the contextual environment in which it operates)

Contacts with the Representative and the Public Information Officer will focus on coordination of Private Sector Fund Raising (PSFR) and Public Affairs and Public Information activities, clearance of proposed projects, finalization of funding proposals, budget and field reporting as required. Contacts with the Senior Regional PSFR Officer in Washington DC and PSFR headquarters in Geneva will focus on the technical aspects of developing and implementing a PSFR program in Canada. Leadership and supervision to be provided for a small PSFR team. Contacts will be with all work units: legal, resettlement, Public Information (PI) to provide and exchange information. External contacts will be with donors and supporters, including major donors, corporations, foundations, as well as media, NGO partners, other UN agencies and government officials. Other contacts will include supervision of direct marketing consultants, producing and supporting TV/Radio/Print Media Campaigns, as required.

2.2 FUNCTIONAL STATEMENT (Please describe the functions to be performed by the incumbent of the post, focusing on the deliverables or the achievements expected from the job. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions)

1. Develop, implement, evaluate and report on a comprehensive strategy to raise private-sector funding in Canada for UNHCR's programmes worldwide. Design, plan and conduct PSFR campaigns in Canada. This includes relations with partners, contractors and suppliers at the executive level. Private Sector Fund Raising (PSFR) activities increasingly provide UNHCR with a stable and sustainable source of income. At the same time these activities are also some of the best visibility tools for upgrading UNHCR's profile.
2. Provide leadership for and supervise a small private sector fundraising team, and PSFR volunteers.
3. Develop and implement a direct mail fund-raising programme for UNHCR in Canada.
4. Develop and implement a monthly giving program for UNHCR in Canada, including the management of a face to face fundraising program to recruit monthly donors.
5. Develop and implement internet-based fund-raising activities in Canada.
6. Develop and implement a corporate sector PSFR programme to secure financial support for UNHCR programmes; this will involve very good knowledge of cause related marketing to deliver consistent partnership proposals to ensure solid partnership with corporate donors.
7. Explore and develop additional sources of funds from foundations and community groups to increase the level of funding and strengthen relationships on refugee issues.
8. Co-ordinate PSFR special events in order to raise funds for a range of activities and to enhance public awareness of UNHCR's work.
9. Plan and promote joint fund raising with sister agencies, UN agencies as well as other Canadian NGOs.
10. Supervise and monitor PSFR expenditure/budget and income recording; donor-database and PSFR records in SMRP . Given both the level of donations and PSFR investment budget it is very important to exercise adequate control. As far as donors management is concerned maintaining the level of service and value for the donor is essential to ensure a stable level of contributions.
11. Report to the Representative on management issues, overall planning and implementation of PSFR activities and integration into the UNCHR Canada operations, with functional and technical reporting on PSFR activities to the Senior Regional PSFR Officer based in Washington DC, including lessons learned and recommendations for future undertakings.
12. Undertake specific tasks as required by PSFR and other duties as assigned.

2.3 REQUIRED COMPETENCIES (List a maximum of six (06) reference numbers and names of the applicable functional and/or managerial competencies which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. – CMS booklet provides reference numbers, competency names, definitions and indicators –

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Functional Competencies</u>
1 X <input type="checkbox"/> MC01	Strategic Planning	1. XR01	Developing a plan of activities (PSFR)
2 X <input type="checkbox"/> MC02	Leadership	2. XR02	Mobilising External Support (PSFR)
3 X <input type="checkbox"/> MC03	Managing Performance	3. XR06	Developing Donor Relations (PSFR)
4 X <input type="checkbox"/> MC04	Coaching and Developing Staff	4. XR07	Fundraising (PSFR)
5 X <input type="checkbox"/> MC05	Managing Resources	5. FI05	Controlling Donor Contributions (PSFR)
6 X <input type="checkbox"/> MC06	Political and Organization Awareness	6. XR10	Information Management

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED (please define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the post) Advanced University degree and legal qualifications with minimum 10 years prior working experience in UNHCR..

EDUCATION: University Degree in a related discipline (Fund-Raising, Marketing, Communications, or Public Relations) or University Degree in another discipline (history, political science, journalism) plus work experience managing development activities for an International non profit Organization.

CANADIAN CITIZENSHIP: Is a requirement.

JOB RELATED KNOWLEDGE REQUIRED FOR THIS POST:

Excellent analytical ability, exceptional, written and oral communication skills.

A resourceful worker who demonstrates initiative, maturity of judgement and negotiation skills.

Ability to plan, organise work and supervise staff as required.

Demonstrated ability to develop private sector fund raising and media relations tools.

Background in developing promotional material and advertising campaigns.

Knowledge of Cause Related Marketing.

Advanced computer skills with particular reference to internet, e-commerce, database and marketing software, including Powerpoint and presentation software.

Willingness to travel.

General knowledge of humanitarian issues, understanding of political dynamics, foreign policy and decision making procedures.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES (Describe any experience or knowledge that would be an asset, such as UNHCR Learning Programmes /Other training / additional languages /Field, HQs experience, etc...)

Experience of PSFR in international humanitarian organizations.

Corporate fundraising experience an advantage.

Ability to handle multiple projects concurrently.

Knowledge of UN systems an advantage.