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**Assistant Private Sector Partnerships Officer,  
Leadership Giving (NOA)  
MEX/VA/PSP/NOA/10026125**

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This position presents a unique opportunity for an experienced, strategic and highly effective fundraiser to join the Private Sector Partnerships (PSP) unit within a well-respected international organization. Join a dynamic team of national and international fundraisers at an organization investing in, and achieving significant growth in its private sector fundraising programmes globally.

The Office of the United Nations High Commissioner for Refugees (UNHCR) Private Sector Partnerships (PSP) Leadership Giving strategy, encompassing companies, foundations and high net worth individuals (collectively called 'Leadership Giving' LG), aims to deliver over \$180 million in funding across the PSP network by 2018. There is an opportunity to further start the Leadership Giving (LG) programme in Mexico, and increase overall PSP income by developing support from foundation and corporate donors as well as high net worth individuals (HNWI) in a professional and strategic way.

UNHCR in Mexico is seeking a full-time Assistant PSP Officer, Leadership Giving, for its Mexico City Office. Reporting directly to the Associate PSP Officer (Mexico), the incumbent will be responsible for the implementation of the LG programme in Mexico and contribute to strategy and planning. The incumbent will be responsible for negotiating, developing, coordinating, managing and monitoring partnerships with corporations, foundations and HNWI in Mexico. The post will work in close coordination with the UNHCR's Global Leadership Giving Unit, UNHCR Country Office Mexico, and the regional PSP Unit.

**Major Duties and Responsibilities:**

- Proactively develop, manage, maximize and monitor, existing and potential partnerships with the Corporate Sector in Mexico.
- Develop, negotiate and implement partnerships with the corporate sector in line with UNHCR policies and guidelines in the area and working in partnership with UNHCR's global LG team.
- Develop, manage and implement an agreed annual Mexican corporate plan and budget that is in line with the overall global corporate partnership strategy.
- Develop and steward a portfolio of key national corporate accounts and potentially as agreed, assist on global accounts based in Mexico.
- Manage, design and develop funding relationships with existing and new foundation donors capable for giving sizable gifts.
- Ensure the achievement of the goals and aims of the foundation strategy in terms of income target raised and positive impact on UNHCR's programs.
- Communicate accurate and timely information in a persuasive manner to foundation's and corporation's representatives on UNHCR's program and activities including on time reporting of the impact of their contribution.
- Work closely with Regional Representative in Mexico and other colleagues to develop proposals and materials on UNHCR's program work in Mexico.
- Guide and accompany key foundations and corporations on missions to UNHCR camps and sites.
- Develop strong and effective materials, content and communications for key corporations and foundations.
- Ensure UNHCR agreement to fulfil implementation and reporting requirements of the corporate and foundation donor.
- With support from Global LG team as needed, manage research on prospective foundations and corporations in Mexico.

- Ensure that meticulous records of all approaches to prospects and donors and their outcomes are recorded on UNHCR's database.
- Undertake research in order to identify prospect major and HNWI in current database and cultivate relationships.
- Act as the focal point for implementation of the LG programme in Mexico to raise increased PSP funds in Mexico for UNHCR programmes in Mexico and worldwide.
- Perform and execute other duties as required.

**Position Requirements:**

- The candidate must be a Mexican citizen.
- A university degree (BA) in Business/Marketing, Social Sciences or a related discipline.
- A minimum of 2 years' previous relevant private sector fundraising experience in a not-for-profit organization or international organization.
- Experience developing, managing and stewarding relationships with corporations and foundations in a non-profit organization.
- Experience with writing proposals and developing materials for LG donors.
- Excellent communications skills and a record of managing effective, professional and high standards of communications with corporations and foundations.
- 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.
- Excellent computer skills.
- Excellent English and Spanish language (written/oral/comprehension).

**Desirable Qualifications & Competencies.**

- Experience of foundation and corporate fundraising in an international humanitarian organization.
- Knowledge of the United Nations and working within the United Nations.

This is an exceptional opportunity to join UNHCR, one of only two organizations to be awarded the Nobel Peace Prize on two occasions (1954 and 1981). UNHCR helps to save, protect and rebuild the lives of millions of people forced to flee their homes due to violence, conflict and persecution.

Salary for this position will be according to established UN Salary Scales for Mexico City.

**HOW TO APPLY**

Send your application to [mexmevac@unhcr.org](mailto:mexmevac@unhcr.org) with the subject: **FAMILY NAME/Int/Ext Vacancy ACNUR/NOA/10026215** together with UN Personal History form, P.11, (available at <http://www.unhcr.org/recruit/p11new.doc>) and CV, with one page letter stating the reasons for applying to this position.

**Deadline to receive applications: Close of Business, 24 February 2017**

The selected candidate will be expected to initiate activities **May 2017**

**Note:** A test will be applied to all short-listed candidates. Only candidates that have been considered as relevant for the selection process will be contacted. **Please no phone calls.**