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## **Associate Private Sector Partnerships Officer (NOB)**

### **MEX/VA/PSP/NOB/10026214**

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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) in Mexico is seeking a full-time Associate Private Sector Partnerships (PSP) Officer for its Mexico City Office. Reporting directly to the Senior PSP Officer (Americas), s/he will lead the Mexico PSP team which encompasses all the PSP tasks. The position aims to maximize the donor base from the private sector for UNHCR, and is responsible for managing the individual giving, leadership giving (corporate/foundation/major donors) and donor retention programmes, as well as communication with various partners for PSP. This position is key pivot for the development of private sector fundraising for UNHCR in Mexico. Along with the day-to-day supervision of the growing team, the post will also seek to provide strategic leadership, motivation and staff development.

The Associate PSP Officer (Mexico) will closely work with the Global and Regional PSP Unit.

#### **Major Duties and Responsibilities:**

- Contribute to the development and implementation of a strategic plan for Private Sector Partnerships in Mexico, reflecting both the country advocacy strategies and the global PSP strategies.
- Effectively lead the country PSP team to substantially increase the funds raised in Mexico for UNHCR from a variety of private donors.
- Oversee all the individual giving programs which includes face-to-face fundraising program, and internet-based online fundraising programs in addition to other methods determined to be appropriate such as DRTV (direct response TV fundraising programs).
- Develop and/or oversee cordial relations with relevant Leadership Giving donors (corporate, foundations, major donors) and media partners when it is related for fundraising in Mexico in order to seek their increased financial and other types of support for UNHCR.
- Develop and establish a donor development & donor care program including all communication materials.
- Oversee the development and maintenance of a donor database, in which financial supporter's private information and donation history are saved.
- Oversee the development, maintenance, updating and enhancement of all the fundraising communication messages and materials for print and internet-based online outlets in order to maximize the loyalty of the donors for UNHCR.
- Liaise closely with Communication/PI Officer for the implementation of a joint strategy to enhance public awareness of UNHCR's work and the refugee cause.
- Oversee and support the co-ordination of PSP special events in order to raise funds for a range of activities and to enhance public awareness of UNHCR's work.
- Manage and/or oversee the PSP budget, expenditure, and human resources (UNHCR internal and affiliated staff through UNOPS).
- Ensure the submission of regular reports to the relevant internal recipients inside UNHCR (country, regional and HQ level).
- Ensure the compliance with the relevant domestic law related to fundraising practice, fundraising licencing and data protection.

- Ensure that PSP income targets are achieved in a cost effective manner.
- Ensure that the PSP program in Mexico adheres to PSP reporting requirements with regard to the annual plans and the National Growth Fund.
- Keep the Representative and other senior colleagues in the Mexico office up to date on PSP plans and activities
- Perform and execute other duties as required.

**Position Requirements:**

- The candidate must be a Mexican citizen.
- University degree in Marketing, International Relations, Journalism, Communications, Political/Social Sciences or related field.
- Minimum 4 years of relevant experience at professional level, preferably in a similar position in the non-profit sector.
- Proven experience with fundraising/marketing principles. Proven expertise and up-to-date knowledge in existing and new techniques including direct marketing and direct response fundraising, telemarketing, monthly donor programmes such as face-to-face, mass appeals, digital fundraising and emergency fundraising.
- Experience with Leadership Giving fundraising (major donors, corporates, foundations, high net worth individuals).
- Current market knowledge of PSP in Mexico.
- Ability to work independently and to exercise good judgment is also valuable for this position, which requires a certain level of maturity, sensitivity and leadership by example.
- Excellent computer skills.
- Proven ability to write communication materials in Spanish and English.
- Excellent knowledge of English and Spanish.

**Desirable Qualifications & Competencies.**

- Experience working for an INGO in the humanitarian field.
- Knowledge of refugee issues and UNHCR programmes and activities, particularly at field level.

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/NOB/10026214** 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, 3 March 2017**

The selected candidate will be expected to initiate activities **June 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.