



## EXTERNAL VACANCY ANNOUNCEMENT

---

<b>Position:</b>	<b>Assist PPH Officer (New Business)</b>
<b>Section/Unit:</b>	<b>Private Sector Partnerships (PSP)</b>
<b>Type of Contract/Category:</b>	<b>UNOPS ICA / Level 8</b>
<b>Duty Station:</b>	<b>São Paulo, BRAZIL</b>
<b>Start Date:</b>	<b>September 2020</b>
<b>Est. Monthly Base Salary:</b>	<b>From ≈ BRL 14,964.42 to BRL 17,957.75</b>

---

### 1. GENERAL BACKGROUND

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 68 million people restart their lives. Today, UNCHR staff in more than 130 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

In Brazil, UNHCR has maintained an office since 1982. In 2014, the Private Sector Partnerships (PSP) program came into inception in Brazil and is based in Sao Paulo. With seven full-time fundraisers, the PSP office is set to meet ambitious results in 2020.

One of our key priorities is to accelerate the Private Partnerships and Philanthropy (PPH) programme as there is significant opportunity to raise more funds from foundations, corporations and major donors in Brazil. To achieve this goal, PSP is hiring an Assistant PPH Officer (New Business). Reporting directly to the Assistant PSP Officer (PPH) in Brazil, we are seeking a dynamic, proactive and creative team player who will be responsible for raising funds with corporate groups, foundations and high net-worth individuals (HNWI) against an ambitious target.

The Assistant PPH Officer (New Business) will closely work with the Associate PSP Officer in Brazil, Assistant PSP Officer (PPH) as well as with Global and Regional PSP, UNHCR Brazil branch and field office teams with and the Representative. This position is key for the development of private sector fundraising for UNHCR in Brazil.

Working with the rest of the Private Sector Partnership (PSP) Brazil team, the UNCHR Brazil Branch office and the PSP team at our headquarters, this individual will be a champion within the organization for excellence in philanthropy.

### 2. PURPOSE AND SCOPE OF ASSIGNMENT

Revenue Growth:

- Personally identify, cultivate and solicit prospects capable of making sizeable Private Philanthropy (PPH) gifts, including securing multi-year partnerships
- Grow the donor base by prospecting and developing New Business opportunities and new PPH partnerships through proactive networking and research.
- Personally engage prospects and donors through a variety of means such as personal visits, special events, missions to the field, conference calls, and personal correspondence (with a priority on face-to-face interaction).

- Create individual goals for each prospect account based on history of giving and knowledge of prospect's potential.
- Produce engaging acquisition materials and elaborate donor proposals
- Support the elaboration of donor reports
- Support in the creation and deployment of fundraising products (e.g. match giving for corporates, employee giving mechanism, etc)
- Work with the UNHCR Brazil team and with UNHCR Global team to identify funding opportunities
- Ensure cultivation and stewardship of prospects and donors
- Keep donor database regularly updated with moves management
- Assume and achieve annual fundraising and activity goals, as per annual fundraising plan.

Fundraising Management and Execution:

- Support the implementation of the annual and multi-year operational and financial plans
- Manage relationship with vendors and consultants who support PPH efforts
- Identify synergies and opportunities with other UNHCR offices/teams, planning and communicating where there are intersection of duties

Other duties as specified

National and International travel may be required

### **3. MONITORING AND PROGRESS CONTROLS**

- Alongside the Assistant PSP Officer (PPH), ensures that PPH income and expense is delivered as per the annual plan
- Timely implementation of acquisition, cultivation and stewardship activities
- Database is kept regularly updated

### **4. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:**

#### **– EDUCATION:**

University degree in Marketing, Business Administration, Economics, International Relations, Journalism, Communications, Political Science, or related field.

#### **– WORK EXPERIENCE:**

##### **Mandatory:**

- Proven self-starter with successful track record of developing relationships with corporates, foundations and other private sector donors
- Minimum one year (or none for master degree holders) of relevant cumulative experience in fundraising from corporations and other private sector donors (foundations and HNWI's)
- Demonstrated experience in raising 1M BRL or more annually from corporates, foundations and other private sector donors
- Excellent relationship-building and networking skills with large groups as well as with individuals
- Ability to explain complex issues to external donors and present the organization and its diverse operations in an appealing and concise manner.

- Demonstrated ability to take primary responsibility for projects and to complete them in a timely manner.
- Strong team player who also works well independently
- Ability to use contact management database and to present and interpret data for monitoring purposes
- Intermediate computer skills, using Microsoft products (Word, Excel, PowerPoint, Publisher, Outlook), G-Suite (Google products), internet, databases and communications and social media tools
- Proven skills in writing, translation and communication and presentation skills
- Excellent English and Portuguese language skills.

**Desirable:**

- Experience with donor file upgrade and middle/major donor programs
- Demonstrated knowledge, understanding appreciation of diversity and social inclusion
- Strong organizational abilities and ability to adapt to change
- Ability to prioritize and multi-task at an intermediate level with strong attention to detail
- Strong organizational, planning and problem-solving skills
- Ability to work with confidential information with discretion

**5. KEY COMPETENCIES**

- Experience with fundraising from corporations and other private sector donors (foundations and HNWI's) or managing PPH fundraising backend
  - Attention to details, high accuracy and result oriented
  - Excellent communication skills and strong interpersonal skills as a team player
  - Ability to maintain strict confidentiality of donor information
  - Able to work independently and under pressure
  - Proficiency in written and spoken English and Portuguese
  - Customer service oriented
  - Capacity to analyze data
  - Data-driven
  - Creatively seeks solutions
  - Interest in the humanitarian activities or international organizations
-

All applications must be submitted in English. Application package include signed PHF and motivation letter.

Complete application package must be sent to [BRABRHR@UNHCR.ORG](mailto:BRABRHR@UNHCR.ORG) by **16 August 2020**, with the subject line "**ASSIST PPH OFFICER (NEW BUSINESS)**"

Applications that do not meet the above specifications will be automatically disqualified.

Kindly note that UNHCR-Brazil does not issue receipt of applications - only shortlisted candidates will be contacted for the next phases of the selection process.