

Sponsors of the IFC Jobs Board

Job Announcement



ORGANISATION: UNHCR

JOB TITLE: PSP Officer, Leadership Giving

LOCATION: Zurich, Switzerland

SALARY: According to UN salaries

JOB DESCRIPTION

BACKGROUND

Established in 1950, the Office for the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR's work in 127 countries has helped over 50 million of people restart their lives. UNHCR's Private Sector Partnerships plays a crucial role in helping to expand the organization's funding base, while ensuring a sustainable and predictable stream of income. Although currently representing a small portion of UNHCR's overall revenues, the contribution from the private sector is nonetheless significant and rapidly increasing. In 2016, PSP raised USD 330 million. PSP focuses on two main income pillars, leadership giving and individual giving and is committed to further expand. PSP activities in Switzerland were initiated in 2016 with leadership giving activities mainly focusing on HNWI and family foundations with a particular focus on the city of Geneva and French speaking part of Switzerland. PSP is now looking to add another team member to focus on Leadership Giving on the German parts of Switzerland.

Under the supervision of the PSP Officer based in Geneva, the PSP LG Officer Zurich will play a key role in scoping the Swiss German market as well as assisting the current PSP Officer in Geneva for existing partnerships. The incumbent will build and develop a solid prospect list of 20 to 30 prospects in the Swiss German market and define an appropriate solicitation strategy for each. The PSP LG Officer Zurich will be part of the PSP Global team and is expected to work closely with the PSP team in Copenhagen, the Swiss Office and Headquarters teams.

JOB DESCRIPTION

Under the overall supervision of the PSP Officer, Switzerland and Liechtenstein, the incumbent will perform the following duties and responsibilities:

- increase PSP income through the identification, development and cultivation of leadership giving partners in Switzerland, mainly in the Swiss German speaking part;
- Research, identify and develop a prospect pipeline of 30 prospects in Switzerland, in

Sponsors of the IFC Jobs Board

particular in Swiss German speaking part

- Assist and continue the initial strategy pursued in Liechtenstein
- Maintain and manage a full prospect pipeline including commissioning or performing prospect research as necessary and moving prospects along the donor deployment cycle using moves management
- Assist in stewarding current accounts
- Draft compelling proposals for submission to high net worth individuals, trusts, foundations and corporations.
- In cooperation with internal and external stakeholders and under the supervision of the PSP officer, develop activities/events within the framework of PSP project with supporters and partners that will promote refugees and UNHCR's visibility and awareness in Switzerland and Liechtenstein.
- Ensure necessary LG material is made available in Swiss-German, by liaising with German PSP colleagues, translating some material from English/French into Swiss-German or commissioning a translator.
- Perform any other tasks as required

CANDIDATE REQUIREMENTS

ACADEMIC BACKGROUND

University degree (BA) in business/marketing, communications, social sciences or a related discipline plus 8 years previous relevant work experience with 3-5 years private sector fundraising experience with corporates, HNWI's or foundations in a not-for-profit organization. Or, an advanced degree (MA) in business/marketing, social sciences or a related discipline plus 6 years previous relevant work experience with 3-5 years private sector fundraising experience with corporates, HNWI's or foundations in a not-for-profit organisation or an international organisation or a marketing/fundraising consultancy firm.

WORK EXPERIENCE

Minimum 4 years previous relevant work experience with private sector fundraising experience with corporates, major donors or a foundation in a not-for-profit organization or an international organization, in a private bank/multi-family office or a marketing/fundraising consultancy firm. Proven experience in managing account with corporations, foundations in the Swiss market. Knowledge in the field of corporate social responsibility, marketing, communication, philanthropy and philanthropic trends. Access to a network of business contacts at senior management level in Switzerland and an established network in the private sector fundraising in Switzerland. Current knowledge of fundraising techniques with HNWI's, foundations and corporations. Proven experience in preparing and developing plans for annual income growth and to reach targets. Experience in handling donor visibility and recognition programmes

HOW TO APPLY

Interested applicants should submit their letter of motivation and Personal History form (P11), including testimonials/degrees/certificates/to DENCOCMUHR@unhcr.org indicating "**PSP Officer, Leadership Giving, Zurich**" in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc

Sponsors of the IFC Jobs Board

CLOSING DATE: 31 October 2017, 23:59 CET.

CONTACT NAME: Cristina Davies

E-MAIL: DAVIESC@unhcr.org