



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Foundations Intern

Private Partnerships and Philanthropy, Copenhagen

Title: Foundations Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing date: 27 January 2019

Start date: 1 March 2019

Organisational context

UNHCR, the UN Refugee Agency is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions.

UNHCR is offering an internship within the Foundation team in the Private Philanthropy and Partnerships (PPH) Section, Private Sector Partnerships (PSP) Service in our Copenhagen Headquarters in Denmark.

The position

The Private Philanthropy and Partnerships (PPH) section is associated with larger contributions from Foundations, companies and wealthy individual philanthropists. Within this section the Foundations team supports the PSP global network of national fundraising partners and country operations to open significant new multi-year \$1m+ partnerships and to develop a pipeline of top prospects. We provides tools, advice and expertise to minimise the time taken to recruit a donor and maximise the value of a partnership to UNHCR.

Foundations are one of the largest and growing income streams within the private philanthropy space and there are ambitious growth plans for income in the coming years.

This internship is to support the two current Foundation team staff to proactively build and support the development of the Foundation strategy, by providing updates, communications and co-ordination for Foundation partnerships and related activities.

Duties and responsibilities

We are looking for an intern with an interest in fundraising and communications, strong skills in writing, editing and reporting. An interest/understanding of refugee issues or experience of working in a development or humanitarian organization is very much desirable.

The intern's work responsibilities will include:

- Assisting in the design and production of various Foundation communications such as the quarterly Foundations Update, case studies and factsheets of Foundation partners and networks, and other summaries as required
- Assisting in Foundation related meetings by setting up appropriate communication where needed and taking meeting notes during the meetings
- Assisting existing Foundations team staff with account management of key global Foundation partnerships managed from Copenhagen
- Supporting in the coordination of Foundation related events/briefings, training/workshop/webinars and or donor field visits
- Improving file access system for the Global HQ Foundations team and for the global network
- Supporting in the development of the tools and resources as part of the global Foundations strategy
- Performing other duties as required.

Essential minimum qualifications and professional experience required

- Be a recent graduate (within one year of completion of studies) or current student and have completed at least two years of undergraduate studies.
- University degree in Communications, Business/Marketing, Political Science/International Relations or another related discipline.

- Be fluent in English, with advanced writing and editing skills. Additional languages are desirable, but not essential.
- Capable of producing clear, creative and appealing communications appropriate to different external audiences such as potential donors.
- Have good experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint)
- Capable of updating simple databases and filing systems
- Capable of managing own workload/multi-tasking and being proactive in developing projects to the best they can possibly be
- Be highly organised and have excellent attention to detail
- Demonstrate a genuine desire to learn and develop
- Exposure to UN system and/or experience with a humanitarian NGO desirable.

Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

The internship is for six months and the start date is 1 March 2019. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week) and the intern will be eligible to receive a monthly Food and Local Transportation Allowance.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to DENCOCMUHR@UNHCR.ORG indicating “*Foundation Intern*” in the subject of the email. P11 forms are available at www.unhcr.org/recruit/p11new.doc

The deadline for applications is 27 January 2019.