

**UNHCR**

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

VACANCY NOTICE

Assistant PPH Officer UNOPS LICA-8,

Private Partnerships and Philanthropy Section (PPH),

Private Sector Partnerships Services (PSP),

Division of External Relations (DER),

UNHCR Copenhagen

UNHCR, the UN Refugee Agency, is offering an Assistant PPH Officer role with the [Private Partnerships and Philanthropy Section](#) of the [Private Sector Partnerships Service](#) under the [Division of External Relations](#) at [UNHCR Copenhagen](#).

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions. UNHCR is almost entirely funded by voluntary contributions from governments and private donors.

Title: Assistant PPH Officer

Vacancy No: CPH/VN/2023/020

Duty Station: Copenhagen, Denmark

Contract Type: UNOPS LICA-8 (Local Individual Contractor Agreement)

Duration: 1 September 2023– 31 December 2023 (with a possibility of extension)

Closing date: 26 June 2023 Midnight CEST

Organizational Context

Based at UN City in Copenhagen, UNHCR's Private Sector Partnership Service (PSP) supports the Agency's global collaboration with the private sector through its network of fundraisers and national associations in almost 30 operations in the Americas, Europe, Africa, Asia Pacific, and the Middle East and Gulf region. The ambitious new PSP Global Strategy 2018-2025 has the vision to grow PSP into a service capable of generating \$1B annually. In this context, high-level events and global platforms for high income engagement with individuals are prioritized areas of work due to their potential to help increase UNHCR's visibility, attract new donors, strengthen partnerships and eventually raise significant income for under-funded areas of work. This role will be part of the Private Philanthropy Unit (PPU) which sits within the Private Partnerships and Philanthropy (PPH) Section.

Purpose and Scope of Assignment:

In particular, the incumbent will support members of the PPU with priority areas including:

- Launch and roll out of a Global Citizen programme as part of the Major Gifts Strategy (MGS)
- Women in Philanthropy (WiP) as a significant income growth driver
- Middle to major donor transition
- Ongoing work around HNWI Gifts in Wills and In Memory giving

And will take a leading role, under the head of PPU's guidance with:

- Donor intelligence: prospect identification, research, and mapping (national, regional and global level) of ultra / high net worth individuals (U/HNWIs)

Duties and responsibilities

- Prospect identification, research, and mapping potential U/HNWIs, high level WiP and influencers
- Supporting markets and regions, with prioritization of potential prospects using a weighted average tool
- Analysis of potential growth sectors for HNWI's including global donors, WiP, 'next generation' donors, wealth advisors and family foundations
- Leading on research and identification of potential national, regional and

global U/HNWIs, WiP and influencers who can help secure new major gift donors

- Offering coordination and support to the Leading Women's Committee (external) and the Reference Group (internal) as appropriate
- Promotion and launch of recognition assets and benefits matrix specifically for U/HNW donors as part of Donor Recognition Guidelines
- Gatekeeper for:
 - Honourary Titles: supporting markets through the process of application, confirmation, renewal and, or ending of a Title
 - PPU Toolkits & Guidance assets
 - PPU's SharePoint site
 - PPU's Salesforce entries
 - Global Donor Tracker
 - 'Added Value' Tracker
- Coordination with regional and markets colleagues on U/HNW donor participation in events
- Support to PPU colleagues around PPU led events (for global donors and Leading Women initiatives)
- Coordination with colleagues on core PPU activities including, middle to major donors, liaison with IP colleagues, HNW gift in wills, identifying trends in the private philanthropy universe and one-off high-income projects as appropriate
- Administrative support and coordinator for PPU colleagues with regular tasks, updates, cultivation and stewardship communications and events
- Assist with preparation of briefing kits and presentations for missions, including talking points for senior management and SET
- Support colleagues any other activities as requested by the head of PPU

Monitoring and Progress Controls

- Monitor and gatekeeper of Trackers as noted above
- Monitor and gatekeeper of prioritization of individuals and groups within countries, regions and globally
- Data analysis of all prospects as identified by a marker or region, to inform future mapping
- Record and keep up to date all potential influencers, networkers, and

donors on SharePoint

- Organize and take minutes and keep record on SharePoint of the monthly Major Donor Chats
- Promote and launch the Major Gift donor recognition and benefits matrix

Essential Minimum Qualifications and Professional Experience

a. Education

- Bachelor's/Master's degree in fundraising, business management, communications, or other relevant fields of studies.

b. Work Experience

- One year of relevant experience in combination with the relevant bachelor's degree
*Related experience can include marketing, communications, fundraising and, or customer focused work.

Key Competencies

- Good understanding of private sector partnerships and philanthropy, especially major donors fundraising, and partnership management
- Capacity to manage multiple stakeholders, an aptitude for formal and informal networking; and to build trust with internal and external partners
- Ability to thrive in a team environment, and to work within an international multi-cultural team
- Solid organizational skills and ability to multi-task
- Solid ability to plan and to make decisions without supervision
- Strong computer skills (MS Office, SharePoint, BI tools etc.) and awareness of digital technologies
- Ability to work in a high paced environment
- Knowledge of another UN language other than English is desirable

Location and Conditions

Kindly note that this is a local recruitment. For non-EU citizens, HR requests the confirmation of the residence and/or work permit for Denmark at the stage of the short-listing of candidates for further assessment. All candidates are expected to be physically present for the interview/written test. The successful candidate will be based in Copenhagen, Denmark. This position until the end of the year with possibility of extension. The position is a full-time role with 40 working hours per week. No late applications will be accepted.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

To Apply

Interested applicants should submit their application through www.unhcr.org/careers.html click on vacancies and search for **JR2320520**.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

We welcome applications from candidates with a refugee or stateless background.

The deadline for applications is **26 June 2023 at midnight (CEST, Central European Summer Time)**.