



# UNHCR

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

## Terms of Reference

### Fundraising Support Associate

### Private Sector Partnership Unit

UNHCR, the UN Refugee Agency, is offering a full-time position within the Private Sector Partnership Unit in Dubai.

UNHCR is a global organization 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 125 countries, using our expertise to protect and care for millions.

**Title:** Fundraising Support Associate

**Duty Station:** Dubai, UAE

**Contract Type:** UNOPS – LICA-6 (open for nationals and candidates holding valid residency in UAE)

**Advertisement closing date:** 11<sup>th</sup> of October 2021

**Start date:** As soon as possible

## Organizational context

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.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating \$1 Billion annually and identifies priority fundraising markets and regions.

Private Sector Partnerships Service (PSP) is looking to hire a Fundraising Support Associate to provide support in managing donors' requests from various PSP MENA markets and assist in responding to queries and requirements of donor partner accounts such as Individuals,

foundations and corporations from all over PSP MENA region. The incumbent supports Senior PSP Associate based in UAE in overlooking requests from PSP MENA operations and work on supporting in maintaining existing and new donor partners as well as prospects in the pipeline. He/She provides support in creating and implementing requests by developing fundraising materials and reports for prospects and donor partners. He/She uses Salesforce to monitor, maintain the private sector pipeline in MENA and along with other essential research tools and databases to develop and report back on existing donations and inquiries.

## Duties and Responsibilities

Under the supervisor of the Senior PPH Associate and PSP Officer, the main tasks of the Fundraising Support Associate will be the following:

- Prospect research: Maintain updated information on new and existing prospect and donor partners in Salesforce in line with UNHCR's Salesforce Handbook. Extra attention has to be given to priority donors, so they are fully up to date at all times.
- Prospect/ Donor cultivation: Support Senior PSP Associate and PSP Officer in creating, updating, compiling, recording and implementing donation for priority prospects.
- Prospect/ Donor Pipeline: Monitoring priority and high value donations and providing a comprehensive monthly report on pipeline / progress and updates including recommendations and alerts when no progress is made with implementing existing development plans. Generate internal reports accordingly. This entitles close monitoring of the implementation of projects and donations, implementation of activities, monitoring donations pipeline, key donations, reporting, visibility and other associated requisites.
- Meetings: Support Senior PSP Associate and PSP Officer in organizing and preparing the necessary research and materials for upcoming meetings with donor focal points and operations / respective units, along with regional management and HQ teams / units and follow up on meeting outcomes, action points and due tasks.
- Drafting: prepare and draft professional concept notes, proposals, reports, letters and other documents in Arabic and English, in addition to other responsibilities in relation to private sector prospect and donor partners.
- Communication materials: in coordination with relevant colleagues, verify donor recognition and acknowledgment tools. This includes but is not limited to providing support with video production, press releases / conferences, and social media visibility.

- Grant Agreements: drafting and archive comprehensive grant and partnership agreements and other forms of contracts related to accepting contributions from private sector entities.
- Perform other related duties as required.

## Essential minimum qualifications and professional experience required

- Completion of Secondary School with a Certificate/training preferably with studies in business/marketing, economics, Public Relation and /or social sciences or previous relevant private sector fundraising experience in a not-for-profit organization or international organization.
- Minimum 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher level, preferably with UNHCR or another UN Agency, and/or experience in fundraising / development with a focus on donor management.
- Excellent organization skills.
- Excellent computer skills and practical experience in working with CRMs such as Salesforce.
- Excellent communication and interpersonal skills.
- Attention to details.

## Desirable Competencies

- Excellent written and oral communication skills are essential.
- Fluency in English and Arabic.
- Excellent negotiation skills.
- High client orientation, networking and relationship-building skills.
- Strong analytical and problem-solving skills.

## Language

Fluency in written and spoken Arabic language is Essential and candidate should have excellent command over English language.

## Location

The successful candidate will be based in Dubai, UAE

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to [SAURIHR@unhcr.org](mailto:SAURIHR@unhcr.org) indicating “Fundraising Support Associate” in the subject of the email.

P11 forms are available on [https://unhcr.org/recruit/UNHCR\\_Personal\\_History\\_Form.docm](https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm)  
Supplementary form [https://unhcr.org/recruit/UNHCR\\_PHF\\_Supplementary.docm](https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm)

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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.