

## **TERMS OF REFERENCE**

**Position Title:** Senior PSP Associate  
**Project:** Leadership Giving  
**Contract/Level:** Local Support ICA, Level G7  
**Category:** UNOPS  
**Section/UNIT:** Private Sector Partnerships (PSP)  
**Duty station:** Dubai, United Arab Emirates  
**Duration:** 01/04/2018 – 31/12/2018  
**Supervisor:** PSP Officer  
**Closing Date:** 27<sup>th</sup> March 2018

### **1. Background Information:**

With PSP activities going on in the UAE and Qatar since 2011, the Leadership Giving (LG) pipeline has been growing. This means that the small existing PSP team in the UAE has an increasing number of HNWI, Major Donors, Corporates, and Foundation accounts of prospects and donors to extensively follow up on in order to diversify sources of income and maximize / sustain PSP results on annual basis. PSP is in need to hire a local Senior Account Support Associate to support account managers in compiling and effectively implementing long-term cultivation plans and strategies. With the incumbent in place, PSP should be able to efficiently deal with an aggregated LG pipeline of 30+ accounts to meet the planned PSP growth in the UAE and Qatar.

### **2. Duties and Responsibilities:**

The incumbent will be based in Abu Dhabi and supports the PSP Officer for the UAE and Qatar in maintaining existing and new LG donors, as well as, prospects in the pipeline. He/She will provide prepare and compile cultivation plans for at least 30 prospects / donors and following up on the progress of cultivation by account managers. He/She will use Salesforce as an essential technology tool to aid in monitoring a growing LG pipeline in the UAE and Qatar. Tasks will also include drafting proposals, reports, letters and other documents in Arabic and English, in addition to other responsibilities in relation to each account.

Prospect research and archive: maintain updated information on UAE and Qatar prospects and donors in Salesforce in line with UNHCR's Salesforce Handbook. Extra attention has to be given to priority prospects so they are fully up to date at all times. This includes biographical information, key philanthropic activities with dollar figures, up to date wealth and asset information, Moves & Actions plans (cultivation plans), and Tasks & Events.

Identify new prospects: carry out on-going UAE and Qatar market research in order to identify new prospects and prepare ongoing and updated strategies mainly on foundations in the UAE, as well as, corporations and HNWIs in Qatar, at a rate of 30 new prospects per quarter, to be reflected in Salesforce and highlighted as potential priority prospect if need be.

Prospect Cultivation: create, update, compile and record (Salesforce) cultivation plans for priority prospects and donors. This entitles monitoring at least 30 plans to be incorporated in Salesforce and updated if need be.

Prospect Meetings: prepare the necessary research and materials for upcoming meetings with prospects and donors, and follow up with account managers on meeting outcomes and due tasks. When necessary, attend meetings on behalf of account managers.

Prospect Pipeline: monitoring at least 30 cultivation plans and providing a comprehensive monthly report on pipeline / cultivation progress including recommendations and alerts when no progress is made with implementing existing cultivation plans. Generate internal reports accordingly.

Communication materials: Develop and manage, in coordination with PI and PSP colleagues, donor recognition and acknowledgment tools for LG donors. This includes but is not limited to providing messaging, amongst other necessary tasks with video production, press releases / conferences, and social media visibility.

Grant Writing: Draft and prepare project concept notes, proposals, progress reports, high level briefing notes and thank you letters.

Grant Agreements: Ensure due diligence screening and reporting for all prospects. Draft and prepare comprehensive grant agreements with LG donors.

Perform other related duties as required.

- 3. Monitoring and Progress Controls:** (Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

Up to date and monitored LG pipeline for the UAE and Qatar, with cultivation plans reflected in Salesforce and accessible to account managers and other relevant colleagues.

Account managers are reminded of their follow up tasks as per agreed cultivation plans, and supported if need be.

Activities (meetings, calls, etc.) in relations to active accounts are properly recorded in Salesforce, including follow up tasks and deadlines.

Proposals, letters, reports, and visibility tools are managed and provided to account managers as planned and needed.

- 4. Qualifications and Experience Required:**

- a) Education**

- I. Completion of secondary education with post-secondary certificate/training in Economics, Public Relations, Political Science, Business Administration or other related fields.

- b) Work Experience**

- I. Minimum 11 years of relevant working experience, preferably with UNHCR or another UN Agency, and/or experience in fundraising / development and communications with a focus on LG donor management (major donors, grant giving foundations, corporate CSR).

- c) Key Competencies**

- I. Excellent organization skills.
- II. Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.
- III. Excellent communication and interpersonal skills.
- IV. Attention to details.
- V. Fluency in English and Arabic.

**To Apply:**

Interested applicants should submit their cover letter and Personal History Form (P11) to [saurihr@unhcr.org](mailto:saurihr@unhcr.org) indicating your name and "Senior PSP Associate (Foundations)" in the subject of the email.

P11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

UAE residents are encouraged to apply.

Closing date for receipt of applications: **Tuesday, 27<sup>th</sup> March 2018.**