

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 th March 2018

1. Background Information:

With growth of PSP activities across MENA, and in particular Kuwait, UAE and Oman, the Leadership Giving (LG) pipeline has been expanding at a fast rate. This means that the existing PSP MENA team has an increasing number of HNWI, Major Donors, Corporates, and Foundation prospects and donors to extensively follow up on in order to diversify sources of income and maximize, sustain and grow PSP results on annual basis. PSP MENA is in need to hire a local Senior PSP Associate to support PSP Officers/ account managers in compiling and effectively implementing long-term cultivation plans and strategies, including the plan to further explore Islamic Philanthropy and Zakat giving in the region. With the incumbent in place, PSP MENA should be able to efficiently deal with an aggregated LG pipeline of 30+ accounts to meet the planned PSP growth in the GCC and MENA as a whole.

2. Duties and Responsibilities:

The incumbent will be based in Dubai and supports the PSP Officer for Kuwait, UAE and Oman in maintaining existing and new LG donors, as well as, prospects in the pipeline. He/She will compile and implement cultivation plans for top prospects / donors and follow 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, Kuwait and Oman. He/ She will support PSP Officers in the advancement of the Faith-based Philanthropy/ Zakat plan, especially from a corporate perspective. Tasks will also include drafting funding/ engagement proposals, reports, letters and other documents in Arabic and English, in addition to other responsibilities in relation to accounts.

Strategy & Implementation: Support PSP Officers in crafting relevant and dynamic PSP strategies, taking into account internal and external factors, especially in terms of corporate/ new business Faith-based Philanthropy for the region. In addition to providing support in the realization of these strategies and putting together respective action plans for implementation with the largest degree of flexibility possible.

Management of Existing accounts: maintain updated information on relevant MENA prospects and donors in Salesforce in line with UNHCR's Salesforce Handbook (especially UAE, Kuwait and Oman). Extra attention has to be given to priority prospects so they are fully up to date at all times. This includes updated biographical information, key philanthropic activities with dollar figures, up to date wealth and asset information, contacts/ titles, donation opportunities, proposals/ reports/ screening documents, and Tasks & Events.

Prospect Research: in line with the agreed strategy for new business, carry out on-going market research for relevant MENA countries in order to identify new prospects and prepare engagement/ cultivation strategies (when needed) mainly on HNWIs and corporations, to be reflected in Salesforce to the best extent possible and highlighted as potential priority prospect if need be.

Prospect Cultivation: support account managers in the implementation of cultivation plans for top prospects and donors. This entails monitoring existing cultivation plans to be incorporated in Salesforce and updated if need be.

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

Prospect Pipeline: monitoring and updating existing 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.

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

Grant/ Cooperation/ Agreements: Ensure due diligence screening and reporting for all prospects. Draft and prepare comprehensive grant and cooperation 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)

Pipeline: Up to date and monitored LG pipeline for UAE, Oman, Kuwait (and MENA for corporate Faith-based Philanthropy), with updated information and figures reflected in Salesforce and accessible to account managers and other relevant colleagues.

Strategy: Corporate engagement/ new business strategy + action plan for MENA region drafted.

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

Prospecting: Maintained/ steady schedule of meetings with new prospects as per the agreed strategy of new business/ corporate engagement.

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, corporate partners and faith-based giving)..

c) Key Competencies

- I. Market research skills.
- II. Excellent organization skills.
- III. Excellent computer skills and practical experience in working with Microsoft Office and CRMs such as Salesforce.

- IV. Excellent communication and interpersonal skills.
- V. Attention to details.
- VI. Fluency in English and Arabic

To Apply:

Interested applicants should submit their cover letter and Personal History Form (P11) to saurihr@unhcr.org indicating your name and “Senior PSP Associate (Corp-HNWIs)” in the subject of the email.

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

UAE residents are encouraged to apply.

Closing date for receipt of applications: **Tuesday, 27th March 2018.**