



## Fundraising Specialist, Major Donors

**Organization:** UNICEF  
**Job title:** Fundraising Specialist, Major Donors  
**Location:** Geneva, Switzerland  
**Grade:** P4  
**Salary:** Competitive salary and benefits (see below)  
**Closing date:** Monday 7<sup>th</sup> July 2008

### UNICEF's mission

UNICEF is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.

UNICEF helps children receive the support, health care and education they need to [survive the threats of childhood poverty](#) - such as preventable disease or malnutrition - and grow up to become healthy adults. We encourage families to [educate girls as well as boys](#), so both men and women can play a full role in family life and broader society.

We strive to [protect](#) children from violence and abuse, and from exploitation through child labour or trafficking. We also protect children in the midst of [war and natural disasters](#), and provide emergency assistance, usually within 48 hours.

### Background

This newly created role as global adviser to the global UNICEF family is a vital part of our plans to grow income from major gifts. From practical advice to our Major Donor fundraisers to working on strategic development with Executive Directors and Fundraising Directors in each country National Committee (NatCom) this is an exciting opportunity for an experienced fundraiser to use their deep experience of working with major donors for the benefit of the children UNICEF exists to help.

Across Europe and N. America but also India, China and fast developing countries where major donations are the best (or even only) ways of raising money from individuals, candidates will need to be relevant to a wide variety of situations and to offering a range of support that will include local visits, advising from a distance, running training and skill share sessions and creating value on our fundraisers' intranet site.

### PURPOSE OF THE POST

To provide cutting edge expertise in major donor fundraising to Brand Groups, NatComs,

Regional Support Centres and Country Offices and to develop and implement major donor fundraising initiatives on a global or cross country basis.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Follow the developments globally in the field of major donor fundraising securing access to cutting edge expertise within the area. Keep track of competitor performance in major donor fundraising and analyze trends. Maintain a network of leading suppliers in the area.
2. Develop and maintain the manual for major donor fundraising
3. Develop and maintain the GIFT group on major donor fundraising. Lead regular GIFT Clinics within the area
4. Provide consultancy and coaching in major donor fundraising to BGs, NatComs, RSCs and Country Offices
5. Initiate and implement global and cross country major donor fundraising projects in close cooperation with BGs, RSCs, NatComs and COs concerned.
6. Assume responsibility for the global target for major donor fundraising and track progress towards achieving it.
7. Seek synergy between major donor and legacy fundraising

### **WORKING CONDITIONS**

Geneva-based post which frequent travel to National Committees/Field Offices/training seminars/workshops. Etc.

### **IMPACT AND CONSEQUENCE OF ERROR**

Decides on HQ best use of major donor fundraising and on how best to support BGs, NatComs, RSCs and COs in this area of expertise. Issues recommendations to BGs, NatComs, RSCs and COs regarding their approaches to prospective major donors for fundraising.

### **INDEPENDENCE**

Guidance is provided by Fundraising Services Manager and also by the Deputy Director, Fundraising. However, the post acts under minimal supervision in its daily activities and staff member is expected to take initiative and exercise judgment in carrying out his/her responsibilities.

### **QUALIFICATIONS, SKILLS AND ATTRIBUTES**

#### **a) EDUCATION**

University degree in Marketing, Economics, Communication, Fundraising or Business Administration. Eminent and up-to-date knowledge of major donor fundraising.

#### **b) WORK EXPERIENCE**

Five years of progressively responsible professional work experience in fundraising development and management with particular focus on major donor development. International experience is a must.

c) **LANGUAGES**

Fluency in English. Other European languages desirable. Other non-European languages an asset

d) **OTHER SKILLS AND ATTRIBUTES**

Analytical, negotiating, excellent training and communication skills. A “people person” able to engage audiences big and small. Ability to work in an international and multicultural environment. Excellent team player. Proven versatility. High organisational capability.

UNICEF’s salary and benefits package is based on the United Nations Common System; visit [www.un.org/Depts/OHRM/salaries\\_allowances](http://www.un.org/Depts/OHRM/salaries_allowances) for further information.

**Application Procedure**

To apply for the post please send in English a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: [recruitment@darylupsall.com](mailto:recruitment@darylupsall.com) . Please ensure that they are sent as Word documents with the titles "your name cover letter" and "your name CV" Please put "UNICEF Major Donors" in the email subject line.

Deadline for application: **Monday 7 July 2008**. Interviews will take place in Geneva

For a full job description please visit <http://www.darylupsall.com/currentvacancies/>

For more information on the UNICEF visit [www.unicef.org](http://www.unicef.org)