

# Job announcement

## Chief, Global Philanthropy

**Location:** Geneva, Switzerland

**Reporting to:** Deputy Director, PSFP / D-1 (18522)

**Salary:** This is a P5 post on the UN Salary scales

### **Background**

[UNICEF](#) works for a world in which every child has a fair chance in life, and it has helped save more children's lives than any other humanitarian organisation. Impact on this scale requires significant and reliable funding, and UNICEF private sector fundraisers around the world work every day to provide this support.

The Global Philanthropy team sits within the Private Sector Fundraising & Partnerships (PSFP) section of the Private Fundraising and Partnerships (PFP) division of UNICEF. The division is based in Geneva, with some roles in the New York HQ office and others outposted to markets. Other teams within the PSFP section are:

- Individual Giving
- Partnerships (including Corporate Partnerships & Foundations Partnerships, as well as Programme Co-ordination, Child Rights and Business, Multi-Stakeholder Platforms)
- Emergency Fundraising
- Market Development

The Chief of Global Philanthropy reports to the Deputy Director of PFP responsible for Private Sector Fundraising & Partnerships and leads the Global Philanthropy team. The post is Geneva-based post with frequent travel to National Committees, fundraising country offices and to meet with prospects and donors, including field trips.

UNICEF raises money from philanthropic donors both directly through the Global Philanthropy team and indirectly through National Committees and fundraising country offices around the world. The Global Philanthropy team is responsible for providing both strategic leadership and technical support in this area.

### **Purpose of Role**

The position is the head of the Global Philanthropy team and is responsible for all UNICEF fundraising from major donors and faith- and membership-based giving organisations' (FBOs and MBOs), for supporting broader engagement with key influencers in the private sector and for providing strategic and technical support to markets working with these groups and individuals.

Under the general guidance of the Deputy Director PSFP, the incumbent is responsible for the overall coordination, planning, development and realization of UNICEF's philanthropic fundraising strategy, maximizing income in line with UNICEF's global private sector strategy. The incumbent will oversee and coordinate the above fundraising channels and activities, ensure engaged and long-term partnerships (taking the lead in managing and building relationships with key supporters who

are not supported at the national level), and support markets to drive revenue growth for both specific programme needs as well as for UNICEF globally.

The incumbent will lead a team whose function is to provide technical support to National Committees and fundraising country offices which prioritize one or both of these income streams.

Also, the incumbent is responsible for ensuring that global best practice in major donor and fundraising is in place and used effectively by appropriate National Committees/country offices. In addition, the incumbent will be part of the PSFP section management team with an overview of and contribution to the total development of UNICEF's private sector fundraising.

### **Key functions, accountabilities and related duties/tasks**

#### **Developing and guiding the Global Philanthropy strategy**

- Leads the development and delivery of the Global Philanthropy strategy.
- Works with others to set global and national targets.
- Ensures that strategies for major donors, FBOs and MBOs to support UNICEF's humanitarian work are in place and that opportunities to support emergency fundraising are maximized.
- Make recommendations on the allocation of investment funds to drive the growth in philanthropic fundraising.
- Stays abreast of key developments in the external environment as they affect philanthropic fundraising, and continuously seeks new growth opportunities, and interprets and acts upon these with the team. Likewise remains up to date with cutting edge developments in global philanthropy and ensures these are applied as relevant and that UNICEF is positioned as key partner of choice to (potential) philanthropists.

#### **Leading and managing the Global Philanthropy Team**

- Provides leadership and management of the Global Philanthropy team for maximum results.
- Builds a Global Philanthropy staffing structure to enable the office to maximize revenue growth.
- Establishes clear individual performance objectives, goals and timelines that feed into a team annual work plan focused on goal delivery; provides timely guidance to enable the team to achieve their goals.
- Identifies training opportunities and provides support and guidance to meet staff development needs, aligning with the PSFP goals.
- Ensures that the performance of major donor, FBO and MBO fundraising is monitored and reviewed.
- Ensures effective management of financial resources, in compliance with UNICEF financial rules and regulations.

#### **Supporting the Deputy Director (PSFP) in the leadership of the Private Sector Fundraising & Partnerships Section**

- Is an active member of the PSFP senior management team.
- Ensures alignment between the Global Philanthropy and the wider income strategy.

- Actively explores synergies and develops strong working relationships with other fundraising & partnerships teams, both to maximize philanthropic and other income and to develop effective, donor-centric ways of working.

### **Leading and building relationships with philanthropic prospects and partners**

- Identifies potential donors and establishes and maintains a solicitation and prospect/donor process.
- Leads and oversees the prospecting of and relationship building with Ultra High Net Worth individuals.
- Establishes direct relationships with key prospects and donors and stewards them to a high standard to ongoing financial support of UNICEF.
- Assures optimal supporter experience via a two-way engagement that builds supporters' loyalty and maximizes their lifetime value to UNICEF.
- Manages key stakeholders across and outside the UNICEF family to achieve the best result for children, for UNICEF and for the donor.

### **Supporting markets**

- Provides strategic advice to National Committees/ fundraising country offices that have prioritized philanthropic fundraising as part of their portfolio.
- Encourages markets identified with potential but not yet engaged in philanthropic fundraising to invest in this area of growth.
- Engages with PFP colleagues in Geneva and relevant markets to coordinate access to appropriate investment funds and accurate and timely reporting on subsequent results.
- Provides training and support to key staff and trustees in markets to ensure the development of strong technical skills as well as retention of staff.

### **Efficient systems**

- Supports knowledge management through the stimulation and dynamic exchange of knowledge regarding foundation and major donor fundraising and establishes global best practice. Establishes and maintains good practice and policy in relation to major donors, FBOs and MBOs.
- Ensures a risk management approach is taken in relation to philanthropic fundraising; working with others, establishes and maintains appropriate due diligence processes.

### **Impact of Results**

1. The Global Philanthropy Strategy is aligned with UNICEF's global private sector strategy and is translated into concrete plans and measurable goals.
2. Goals set out in the Global Philanthropy Strategy are achieved, helping enable UNICEF to achieve programme goals at national and global levels.
3. The Global Philanthropy team is motivated, performing at its best and achieving results.
4. Decisions are made effectively on philanthropy strategies. Plans are implemented, managed, monitored and evaluated efficiently and effectively in order to maximize results.
5. Roles and responsibilities across National Committees, fundraising country offices, the Global Philanthropy team and other key stakeholders are clear for all staff to contribute, and ensures the entire team collaborates to achieve PSFR goals.

## Profile

### **Skills**

- The ability to empower others to translate vision into results.
- Capacity to anticipate and resolve conflicts by pursuing mutually agreeable solutions
- Demonstrated ability and experience advising and influencing senior management, providing insights that lead to key decision making within the organization.
- Proven ability to develop effective long-term strategic fundraising plans, with appropriate allocation of time and resources, and foresee risks and allow for contingencies when planning.
- Proven ability to implement clear goals that are consistent with agreed strategies, identify priority activities, adjust priorities as needed to meet organizational goals.
- Demonstrated ability to identify and seize new fundraising opportunities, formulating new fundraising strategies and models.
- Demonstrated ability to adjust to unexpected challenges and proposing countermeasures accordingly.
- Demonstrated ability to lead and encourage innovative ideas, foster a culture of innovation within the team. Strong entrepreneurial skills.
- Diplomatic negotiation, influencing and networking skills to establish and maintain trusted partnerships and to develop close and effective working relationships with diverse stakeholders.
- Excellent communications skills, verbal and written.

### **Experience**

- A minimum of ten years of professional experience in private sector fundraising is required, with progressively increasing responsibilities, including direct responsibility for setting and meeting income targets.
- Experience in, and knowledge of, the country context is an asset.
- Relevant marketing experience will be considered as contributing to this work experience.
- Familiarity with the private sector.
- International fundraising experience is an asset.
- Previous managerial experience is essential.

### **Education**

- An advanced university degree (Master's degree or equivalent) in one of the following fields is required: Business Administration, Marketing, Communications, Fundraising, Management or another relevant technical field.
- Alternatively, a first level university degree (Bachelor's degree or equivalent) in a relevant field combined with 12 years of professional experience may be accepted in lieu of the advanced university degree.

### **Languages**

Fluency in English is required. Knowledge of another UN language is considered as an asset.

### **For every Child, you demonstrate...**

#### Core Values

- Care
- Respect

- Integrity
- Trust
- Accountability

#### Core competencies:

- Communication (III)
- Working with people (III)
- Driver for Results (III)
- Formulating Strategies & Concepts (III)
- Relating and networking (III)
- Persuading and influencing (III)
- Entrepreneurial thinking (III)
- Analysing (III)

Functional Competencies:

- Leading and Supervising (III)

View competency framework: [http://www.unicef.org/about/employ/files/UNICEF\\_Compencies.pdf](http://www.unicef.org/about/employ/files/UNICEF_Compencies.pdf)

**Additional Comments**

This is a P5 post on the UN Salary scales. To find out more about what this means, please visit the UN site on Salaries and Post Adjustment:

[http://www.un.org/Depts/OHRM/salaries\\_allowances](http://www.un.org/Depts/OHRM/salaries_allowances)

If you would like to find estimates for entitlements, you may use the online [local staff salary calculator](#)

**To apply for the post**

Please send 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 **Zoe Oldham** at [zoeoldham@darylupsall.com](mailto:zoeoldham@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 Chief, Global Philanthropy*” in the email subject line. Also please let us know where you saw the post advertised.

**The deadline for applications is Sunday the 5<sup>th</sup> April 2020 18.00 GMT**

**PLEASE NOTE: There will be a two-stage application process which means that candidates that fully meet the criteria above will be subsequently asked to complete a further online process within the UNICEF recruitment system.**

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.