

Vacancy Notice PPH Associate (maternity replacement)

General Background:

UNHCR, the UN Refugee Agency, is offering a contract within the Private Sector Partnerships (PSP) Services in our Office in The Hague, The Netherlands.

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect and assist refugees, forcibly displaced communities, and stateless people. UNHCR works in over 130 countries to protect and care for people forced to flee.

UNHCR has traditionally been funded by voluntary contributions from Member States. Due to the enormous increase in the number of refugees, fundraising in the private sector has become increasingly important. For the coming years, UNHCR has the ambition to generate \$1 Billion annually in private donations through its Private Sector Partnership (PSP) Unit. We offer you a unique opportunity to contribute to this growth in a driven, professional, and dynamic team.

In the current global context, new support for and deeper engagement in the refugee cause is essential. Particularly, expanding private sector fundraising to broaden the donor base is imperative in times of ever-growing humanitarian needs and increased competition over scarce governmental resources. UNHCR's Private Sector Partnerships (PSP) plays a crucial role in helping expand the organization's funding base, by raising funds from both individual giving and private sector sources, ensuring a sustainable and predictable stream of income.

This position will sit within UNHCR's Private Partnerships & Philanthropy team (PPH) in the Netherlands, which aims to raise funds from Foundations, Major Donors, Corporations and gifts in wills in the Netherlands to support UNHCR's work.

Our current PPH Associate focusing on Foundations is going on maternity leave, and we are looking for a maternity replacement. The position, based in The Hague, offers a unique opportunity to manage some of UNHCR's most strategic private sector donors.

We are seeking a dynamic, motivated and results driven team player, who is able to work independently as well, with a strong interest in fundraising.

Purpose and Scope of Assignment:

Under the direct supervision of the Associate PPH Officer, the PPH Associate will perform the following responsibilities:

- Account management of key account the Dutch Postcode Lottery, including daily management of the relationship, maximizing communication opportunities,

maximizing other opportunities to further strengthen the relationship (global events such as UNGA, COP and high-level events coordinated by HQ), staying updated on relevant developments in the lottery sector, etc.;

- Account management of other selected key foundation accounts;
- Support the engagement of PPH donors, and all relevant activities;
- Support cultivation and stewardship of these partners by drafting and/or adapting compelling proposals, reports, fact sheets and other materials, in close collaboration with PSP's global teams;
- Strengthening of relationships, depending on the local market and philanthropic landscape;
- Contribute to the strategic development of UNHCR's engagement with the private sector;
- Prepare the necessary research and materials for meetings with partners and follow up with supervisor and concerned staff on meeting outcomes and due tasks;
- Support the development of donor/partner recognition and acknowledgment tools for donor partners, including providing support with video production, press releases / conferences, and social media visibility;
- Draft letters, project concept notes, proposals, and progress reports;
- Research and register information on donor partners, including moves and actions plans (cultivation plans), tasks and events;
- Use Salesforce database to monitor PPH activity; and support the maintenance of up-to-date records of partnerships and relationships, including tracking income raised, keeping internal calendars and plans updated, and supporting on data entry and maintenance in Salesforce;
- Keep informed about the local fundraising environment, fundraising best practices, and about issues related to humanitarian and development work which might have an impact on PPH activities, and escalate to the supervisor if needed;
- Research and monitor opportunities, and build up a calendar of deadlines and criteria ensuring that all information is captured and shared with the PPH team so that opportunities can be leveraged;
- Assist with fundraising for emergencies by supporting the development of initiatives targeting PPH donors;
- Comply with UNHCR Due Diligence Procedures, help preparing compliance screening reports for submission to PSP's global team;
- Support the consolidation of data and information for financial reports and presentations on income, expenditure and budgets, and similar reporting requirements.

Essential minimum qualifications and professional experience required:

a. Education

- Completed secondary education with preferably a degree in Marketing, International Relations, Business Administration, Economics, Communications, Social Sciences (or related field/studies).

b. Work Experience

- Minimum 3 years of previous working experience relevant to the function with completion of secondary education or 2 years of relevant working experience with a Bachelor's or higher degree;
- Knowledge of, and experience in partnerships, fundraising, and/or relationships with donors and/or external partners, and/or sales, and/or marketing and communications;
- Relevant experience with relationship management of top partners; Relevant experience with exposure to an international environment and/or with humanitarian or development organizations is preferred;

c. Key Competencies

- Ability to produce high-quality written materials tailored to specific audiences;
- Ability to balance different and sometimes competing needs and deadlines;
- Experience in coordinating multiple stakeholders, with an ability to multi-task, manage time, and thrive in a high-pressure environment;
- Ability to function well in a multi-cultural environment;
- Desirable knowledge of humanitarian programming and/or UNHCR programs and operational arrangements;
- Desirable knowledge of specific fundraising techniques targeting PPH donors;
- Fluency in English and Dutch is mandatory (written, oral, comprehension).

Location:

The successful candidate will be based with the team in UNHCR's office in The Hague, Netherlands.

Conditions:

The position is associated with a temporary contract (as maternity replacement capacity) for the duration of 8-months planned to start from 1 March 2025 until 31 October 2025. It is a full-time role of 37.5 hours a week, with working hours starting from 9 AM to 5 PM, Monday to Friday.

The salary is in line with the local UN GS Salary scale.

Please apply before December 29 via UNHCR's Career/HR website [Careers](#) or [Former Staff](#). Only shortlisted candidates will be contacted and invited to the next stages of the recruitment process. Short-listed candidates will be invited to take a written test and an

interview. In the complementary test technical competences will be tested. The test will be in Dutch and/or English.

Interested candidates are advised to consult the UNHCR website "[How to apply | UNHCR](#)" for guidance and details, before submitting their application.

In case of unexpected technical problems during the application process, candidates should direct their questions to recruitment@case.unhcr.org, who can provide further technical support.