

TERMS OF REFERENCE

Title: Face to Face Fundraiser (Team Assistant Event location)
Duty station: [Bangkok, Thailand]
Section/Unit: Private Sector Partnership Services (PSP)

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

Private Sector Partnerships Service (PSP) is responsible for mobilizing resources from the private sector for refugees and POC. Private Sector Fundraising Strategy focusing on both Individual Giving and Private Philanthropy, identifying priority fundraising markets and regions.

Face to Face Fundraiser (Team Assistant) is responsible for providing support to build partnerships and obtain both ad hoc and long term event locations for the F2F fundraising teams to conduct their activities in Bangkok and wider areas in Thailand. The partnerships will enable the F2F programmes to achieve its goal of generating a sustainable income for PSP. In addition, the staff will help to expand the opportunity to raise funds in other locations such as Door to Door and Business to Business.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

The main objective is to plan, obtain and manage locations to enhance performance of F2F fundraising programmes. The following is a list of responsibilities :

Location Development and Management

- Assist in planning and arranging F2F fundraising locations for the in-house and outsourced F2F fundraising programmes and coordinating with relevant F2F staff members and external partners to ensure regular communications and provide sufficient support to enhance F2F performance to meet its target.
- Identify potential location partners and organizers, including companies, public places, commercial areas, fair organizers and others by doing research online or location visit.
- Secure sufficient qualified locations for In-house and outsourced F2F programmes.
- Liaise with locations focal points to obtain requirements and prepare for F2F teams to implement accordingly.
- Maintain good relationships with location providers through regular contact and ensure that communication channels are effective.
- Work with other colleagues to plan and present F2F fundraising activities that are appealing to potential location providers and within the given budget.

Location Monitoring and Analyzing

- Monitor the effectiveness of the F2F fundraising locations by delivering weekly, monthly and yearly reports.
- Coordinate and report on the results and progress of event plan to the F2F Fundraising Manager to ensure alignment between event location and fundraiser's plans.
- Provide support in developing event strategies and analyze results.

Administrative Support

- Manage administrative work in areas of event management: making calls, sending proposals, confirmation letters, thank you messages and other necessary tasks.
- Provide general support for the In-house F2F Fundraising Manager or Team Leaders on office administration.

Others

- Perform other duties as required

APPLY during 8 Oct – 20 Oct 2024

- Thabaf2f@unhcr.org