



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Notice

Individual Giving Internship

Supporter Engagement Section (SES), Private Sector Partnerships Service (PSP), Division of External Relations (DER)

Title: Individual Giving Internship

Vacancy No: CPH/VN/2022/050

Location: Copenhagen, Denmark

Duration: Six months (with a possibility of 2 months extension)

Contract Type: Internship

Expected Start date: December 2022

Closing Date of Applications: 16 October 2022 Midnight CET

Organisational Context

UNHCR, the UN Refugee Agency, protects people forced to flee their homes because of conflict and persecution. We work in over 130 countries, protecting millions of people by responding with life-saving support, safeguarding fundamental human rights and helping them build a better future.

In order to help fund this work the Individual Giving team at Headquarters level support fundraising teams around the world in their efforts to raise money from the public in each of their markets. This activity can be categorized into the key areas of acquisition (bringing in new supporters), retention (maintaining support) and donor development (finding opportunities for further supporter engagement)

The Position

We are looking for talented, motivated and passionate individuals from around the world who bring knowledge, innovative thinking and different ideas to the Individual Giving team.

Through an internship with us you can gain a better understanding of what we do and gain professional experience to help in your career development.

As an intern for the Individual Giving department, you would focus on the area of Individual Giving. This is the area of fundraising that relates to charitable gifts made by the public. For example, through small but regular donations monthly or single gifts in response to an emergency. The standard giving level of an individual would be between \$0-1000 in a twelve-month period.

To give your application the best chance, make sure you are eligible for this type of contract of an internship (see the eligibility requirements section below) and be able to clearly show why you are suitable for this area of our work.

Duties and Responsibilities

The main responsibilities will include:

- Finding ways to better engage with and support the global fundraising community. The key channels for this will be through the Individual Giving online sharing platform (SharePoint), Microsoft Teams virtual Chat Groups and virtual Webinars
- Support some key Individual Giving projects including a mystery shopping project across multiple markets to monitor UNHCR and similar organisations fundraising activities in order to learn and make improvements; the development of a global donor development product called “Between Lives” which includes content and marketing materials to be used by markets; the development of global products for acquisition channels such as Direct Response TV and face to face fundraising.

- Support for the organization of capacity building events such as skill shares (either virtual or in person) and help with more regular meetings and workshops held by the Individual Giving team
- Ad hoc tasks and projects that arise within the Individual Giving team that will benefit from additional support

Essential Minimum Qualifications and Professional Experience Required

Required:

- Fluency in English

Desired:

- Have excellent communication skills – Ability to interact professionally with culturally and linguistically diverse staff
- Have excellent organizational and planning skills. Proven ability to set priorities, meet deadlines and multi-task
- Have attention to detail
- Have basic knowledge of Microsoft Office 365

Eligibility

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Be a recent graduate (those persons who completed their studies within one year of applying) **or** current student in a graduate/undergraduate school program from a university or higher education facility accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to work of the Organization.

- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Location and Conditions

The selected Individual Giving Intern will be based with the team in the UN City in Copenhagen, Denmark. The internship is a six-month full-time role with 40 working hours per week, from 8.30am to 5pm Monday to Friday. Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

For non-EU candidates, D-visa needs to be obtained before traveling to Denmark which takes 4 to 6 weeks. The office will provide assistance on visa-related issues.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

To Apply

Interested applicants should submit their letter of motivation, signed Personal History Form (PHF) to DENCOCMUHR@unhcr.org indicating “**Individual Giving Intern - CPH/VN/2022/050**” in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

As part of the recruitment process candidates might be requested to complete a technical assessment. The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

The deadline for applications is **16 October 2022 at midnight (CET, Central European Time)**.