



Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	LACR
Category:	GS (General Services)	Country:	Chile
Reason for Classification:	Revised responsibilities	Duty Station:	Santiago
Level:	G-6	Office:	
Title:	Fundraising Associate	Section:	PFP
Title Information in Parenthesis:	(Strategy & Partners)	Unit:	
CCOG Code:	1K02	Case Number:	
UNICEF Code:	FRA	Post Number:	00108598
Classified by:	Lisa Abate	Classified Date:	7/21/2026
Organizational Context:	The Chile Country Office mobilizes resources from individuals and private-sector partners to support UNICEF's programmes for children in Chile and globally. Within this context, the Private Fundraising and Partnerships (PFP) area is responsible for developing and implementing sustainable fundraising strategies, strengthening relationships with donors and partners, and ensuring the effective performance of individual giving channels. The acquisition of new donors is a key component of this work and requires the coordinated implementation of campaigns through different offline models, agencies, suppliers and operational partners, together with consistent monitoring of expenditure, donor volumes, campaign quality and performance indicators. The Fundraising Associate, at the GS-6 level, reports to the Fundraising Officer (Acquisition), at the NO-A level, and provides specialized technical and operational support to the implementation and monitoring of acquisition activities. The position plays an important role in ensuring effective coordination with agencies and suppliers, timely follow-up of campaign		

implementation, accurate monitoring of results and costs, and the preparation of reliable information to support management decisions. By contributing to the efficient execution and continuous improvement of acquisition initiatives, the position supports the Country Office's capacity to expand and diversify its donor base and generate sustainable regular resources for UNICEF's mandate.

Purpose of the Job:

Under the supervision of the Fundraising Officer (Acquisition) and the general supervision of the Individual Giving Officer, the incumbent will support the coordination and follow-up of offline acquisition activities, including strategy implementation and engagement with agencies and suppliers. The incumbent will contribute to supplier and agency management processes, including the preparation of RFPs and LTAs; cost planning and fund-loading support; monitoring of CPA, ROI and relevant KPIs; preparation of internal and external meetings; responses to agency requests; support for supplier negotiation processes and kick-off meetings; projections and rejections; administrative support; and quality reporting and feedback to agencies, in accordance with PSFR objectives.

Key functions, accountabilities and related duties/tasks:

Under the general supervision of the Fundraising Officer (Acquisition), the incumbent is responsible for supporting the management, coordination and follow-up of offline acquisition activities with agencies, suppliers and key counterparts, contributing to the delivery of income, expenditure and donor targets:

Provides technical support for the implementation and monitoring of offline acquisition activities and supplier performance.

Provides inputs for the development of strategies, content, components and timelines for offline acquisition activities and campaigns with agencies and suppliers.

Provides technical support in the monitoring of campaign KPIs, including CPA, ROI and other relevant performance indicators.

Provides technical support for RFP and LTA processes, negotiations and agreements, contributing to efforts to secure the best possible conditions for UNICEF.

Maintains positive relationships with all agencies, suppliers and key counterparts involved in offline acquisition activities.

Effectively implements and coordinates offline acquisition activities, focusing on the achievement of established targets.

Assists in the implementation of offline acquisition activities defined in the PSFR Annual Plan, including in-house, outsourced and partnership-based operations.

Supports coordination with agencies and suppliers through kick-off, follow-up, issue-

escalation and ad hoc meetings, and prepares internal meetings and reports for management and other areas.

Supports the preparation of responses to agency and supplier requests, including changes in amounts, refunds, operational adjustments and other requirements, and follows up on cases referred to internal areas.

Performs regular monitoring and reporting to support efficient management and accountability for results.

Monitors offline acquisition activities and the performance of agencies and suppliers, and provides planning inputs and feedback to management.

Monitors agreed performance indicators, including CPA, ROI and other KPIs, to drive more efficient management and accountability for results.

Supports cost planning, fund-loading processes, projections and rejections to facilitate campaign follow-up and resource planning.

Supports quality reporting and feedback to agencies, ensuring that relevant information is shared for follow-up and improvement actions.

Works with UNICEF regional and global teams to share information and best practices and identify new opportunities for implementation.

Carries out administrative tasks and responsibilities effectively.

Carries out quotation and billing processes related to the acquisition strategy and provides general administrative support.

Impact of Results:

The effective performance of this post will strengthen the team's operational and strategic support capacity and contribute to the efficient implementation of offline acquisition activities and the achievement of income and donor acquisition targets through:

- Continuous and systematic follow-up of offline acquisition activities and the performance of agencies and suppliers.
- Support for the implementation of new initiatives, tests and supplier models to promote growth and the achievement of annual objectives.
- Compilation and monitoring of data, results and KPIs to support decision-making.
- Support for coordination with agencies and suppliers, including follow-up on relationship management and negotiation processes.

Capabilities required:

1. Project Management (3)
 - Create project plans, objectives and deliverables
 - Track and organize resources like time, budget, and team efforts

- Identify and report potential risks for further guidance
2. Collaboration (3)
- Navigate organizational dynamics and adapt behavior to respond to different situations
 - Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences
 - Write clear, concise and well-structured reports and documents using appropriate language
 - Pay close attention to what others are saying, asking questions for clarification
 - Present ideas and information clearly in front of groups
3. Problem Solving (3)
- Analyze data, identify trends, patterns and anomalies
 - Evaluate information, analyze problems, identify underlying causes and risks
 - Summarize and communicate findings, focusing on actionable insights to support decision-making
 - Make decisions in time-sensitive situations, even with incomplete information
 - Assess the potential impact of solutions (costs, benefits and risks)
4. Digital Dexterity (3)
- Utilize AI-powered tools and platforms to automate data analysis
 - Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
 - Use specialist technology business systems and software
 - Analyze and summarize data from various business systems to generate reports and insights

Competencies and level of proficiency required:

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Recruitment Qualifications:

Education: Completion of secondary education, preferably supplemented by training or university-level courses in management, marketing, sales, business administration, communications or related areas.

Experience: A minimum of six years of relevant work experience in fundraising, marketing, campaign coordination, or supplier or agency management is required, including experience in coordinating teams or multiple stakeholders, monitoring results, preparing reports and supporting negotiations. Experience in acquisition channels, vendor management or fundraising operations is an asset.

Language Requirements: Fluency in Spanish and a working knowledge of English are required. Excellent written and verbal communication skills in Spanish are also required.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency required:

Recruitment Qualifications:

Attachments:

[Aprobacion JD Representante OiC.pdf](#)

[JD Fundraising Associate \(Strategy _ Partners\) GS6 FTA.docx](#)

[Organigram Fundraising Associate GS6 FTA.pdf](#)

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