SPECIFIC JOB DESCRIPTION

I. Post Information	
POST NUMBER/ CASE NUMBER: 113282 **POST/CASE NUMBER OF SUPERVISOR:** 103449 Philanthropy Manager, LACRO PFP **REGION/DIVISION:** Latin America and the Caribbean Regional Office (LACRO) Private Sector Fundraising and Partnerships (PFP) **COUNTRY:** Panama **DUTY STATION:** Panama **OFFICE:** **SECTION:** **UNIT:**	**CATEGORY:** **LEVEL:** P3 **JOB TITLE:** Philanthropy Specialist **Functional Code:** **ICSC CCOG Code:**

II. Strategic Office Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context:

The Private Fundraising and Partnerships (PFP) Division works with National Committees and UNICEF Regional and Country Offices, as well as other HQ divisions, to maximize income and influence from the private sector for the delivery of the UNICEF Strategic Plan. The Division is based in Rome, and the Latin America and Caribbean Regional Office (LACRO) is based in Panama, providing strategic and technical support to PSFR Country and Cluster Offices in the Region. Country Offices in Latin American and the Caribbean engage increasingly with the private sector – both for income and influence, and revenue has grown significantly in recent years.

Purpose for the job:

Currently UNICEF is operating in a rapidly evolving financing landscape, where traditional humanitarian and development funding sources are becoming more constrained, volatile, and less predictable. At the same time, private sector engagement is evolving, with donors and partners increasingly seeking more strategic, measurable, and co-created forms of collaboration. This presents a significant opportunity for UNICEF in Latin America and the Caribbean (LAC) to strengthen engagement with the private sector and expand high-value partnerships that can accelerate results for children.

In this context, UNICEF is placing greater emphasis on audience-centric engagement strategies to deepen relationships with high-value audiences, including philanthropists, foundations, membership-based organizations (MBOs), and faith-based organizations (FBOs). This shift is particularly relevant in the LAC region, where there is growing potential to unlock greater support from philanthropic actors and mobilize collaborations in the global south.

The Private Fundraising and Partnerships (PFP) team in the Latin America and Caribbean Regional Office (LACRO) partners with UNICEF Country Offices (COs) to maximize revenue generation and drive sustainable income growth through strategic fundraising and partnership development across key high-value channels. The team provides integrated strategic oversight, technical expertise, and coordinated guidance to fundraising teams across designated PSFR markets, helping strengthen performance, alignment, and long-term growth.

This post sits within the Latin America and Caribbean Regional Office reporting to the Philanthropy Manager, Private Sector Partnerhips (PFP), with close strategic and technical liaison across the PFP and National Committee ecosystem.

The postholder will help to drive strategic growth of private philanthropy among high net worth individuals, foundations and membership and faith based organistions in the LAC Region. The postholder will also coordinate effectively with philanthropy fundraisers in PSFR country offices in the region, as well as with the LAC PFP team, offering strategic and technical advice and capacity building, where needed.

III. Key functions, accountabilities and related duties/tasks:

1. High net worth individuals (HNWI) Prospect Identification and Cultivation

- Coordinate/ develop high value and realistic prospect list of HWNI potential donors in the LAC region
- Develop and action cultivation plans for prospects engaging participation of country and regional office leadership and programme heads
- Accountability for realization of HNWI income goals for LACRO.

2. Foundations Engagement

- Develop prospect list of potential foundation partners in the LAC region
- Promote a culture of engagement with key foundation through dialogue, consultations and events, leading where appropriate to the development and negotiation of high value foundation partnerships
- Accountability for effective engagement of designated priority foundations, contributing to realization of global and regional foundation partnerships and income targets.

3. Philanthropic Partnership Relationship Management

- Support relationship management activities for global partnerships and initiatives led by the PFP team

- Serve as focal point for selected relationship management activities with LACRO-based philanthropic partners
- Support the realization of global and regional HNWI and foundation income targets.

4. Philanthropy networks and convening events

- Facilitate UNICEF's participation in foundation/philanthropy networks
- Help to organize thematic roundtables and convening events, with a view to adding UNICEF's voice, expertise and thematic content to the global dialogue on issues affecting children.

5. Innovative Finance

- Collaborate with global and regional PFP and PPR on identification, development and marketing of innovative finance opportunities

6. Strategic Philanthropic Resource to LAC PFP team

- Provide strategic input and support to LACRO Chief of Private Sector Fundraising and Partnerships and the wider LAC PFP team in market development, including advising on capacity building needs of country offices and strategic planning.

IV. Impact of Results

The role will provide critically needed support to continuing rollout of the LAC Regional Philanthropy Strategy, with a focus on cultivating partnerships with high net worth individuals and foundations in priority markets, including Argentina, Brazil, Colombia and Mexico, among others. Success will be measured by the development of new partnerships alongside respective relationship managers in the LAC regional office, country offices, and the PFP foundations and global philanthropy teams in New York and Rome, respectively. Effective implementation of the above tasks will help to contribute toward the Regional Office's stewarding of the global and regional foundation and philanthropy strategies, under the regional Partnerhips Powerhouse pillar, and it will help to drive the organization's work toward meeting its targets across the foundations and major donor channels.

A key driver of success will be supporting organizational efforts to drive 'new business' to the philanthropy portfolio with a focus on transformational partnerships, while ensuring alignment in approaches across all key markets and integration among other income channels, including corporates. The postholder will enable UNICEF to meet its regional growth goals for philanthropy, making a significant contribution to growth in philanthropic partnerships and income globally and regionally.

VI. UNICEF values and competency Required (based on the updated Framework)

i) <u>Core Values</u>

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

ii) <u>Core Competencies</u>

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VII. Recruitment Qualifications	
Education:	Advanced Degree: A master's degree in one of the following fields is required: business management, marketing, finance, international development, social studies or another relevant technical field. Alternative Education Path: A bachelor's degree in a relevant field, combined with an additional 2 years of relevant experience, may be considered in place of an advanced degree.
Experience:	At least 5 years relevant and progressively responsible professional work experience in Philanthropy and Private Sector Partnerships and fundraising is required. Experience in direct prospecting, relationship cultivation and management of high value philanthropy partnerships is required. Related work experience in Latin America and the Caribbean is a valuable asset

	Familiarity with and exposure to UNICEF programmes are highly desirable.
Language Requirements:	Required: Fluency in English and Intermediate Spanish required. Desirable: Knowledge of an additional official UN language is considered an asset.

VIII. Child Safeguarding	
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