SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: BRZ23051 **POST/CASE NUMBER OF SUPERVISOR:** 100396 Corporate Partnership Specialist (High Value Partnership) – NO-3 **REASON FOR CLASSIFICATION:** Establishment of a new post **REGION/DIVISION:** LACR **COUNTRY:** Brazil **DUTY STATION:** São Paulo **OFFICE:** Brazil Country Office **SECTION:** Resource Mobilization & Partnership – RM&P **UNIT:** Resource Mobilization & Partnership – RM&P	**CATEGORY:** National Officer **PROPOSED LEVEL:** NO-1 **JOB TITLE:** Fundraising Officer (Foundations) **Functional Code:** FRA **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 programs, 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 Sector Fundraising (PSFR) section within PFP works with National Committees and UNICEF country offices to maximize income and drive income growth. There are five units within the PSFR section, including Global Philanthropy and Foundation Partnerships. The purpose of the Global Philanthropy and Foundation teams is to drive income growth from major donors and the foundation sector. The Latin America and Caribbean Regional Office (LACRO) Philanthropy unit leads the development of the Major Donors and Foundation strategy for the Region, supports countries to develop their local strategies, and develops relationships at a regional and/or global level.

The country offices of target markets will work with LACRO and global teams to grow these income streams and develop local relationships with high value individual supporters, family and private foundations. Therefore, this position is key to coordinate all necessary activities to help Brazil country office map strong and active philanthropic actors supporting and/or interested in supporting UNICEF's mandate; relate to them and build strong and sustainable alliances that will help the office strengthen its results in this channel, following the potential at local market.

Purpose for the job:

The post holder will work under the leadership of the Corporate Partnership Specialist (High Value Partnership) – NO-3 in São Paulo, Brazil Country Office, and in coordination with the LACRO Fundraising Team and the wider Global Fundraising team to create UNICEF's High Value philanthropy pipeline in Brazil and maximize resources and support for UNICEF programmes to achieve results for children. Accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in philanthropy towards Foundations and the institutions of high value individual donors, with a strong focus on prospecting, relating and retaining donors; ensure maximum profitability to implement the UNICEF national and global goals and promote horizontal solidarity.

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

1. Strategy, planning and reporting:

- Support the development of the partnership strategy for both Ultra-high net-worth individuals (UHNWI) and private foundations with the ability to give on the 6 and 7 figures level (US$);
- Assist the team in presenting the strategy to different levels and departments during the review and approval process;
- Be supportive to the team during the budgeting and planning process; as well as assist in regularly monitoring the established targets.

2. Prospect Identification and Cultivation:

- Develop a high value prospect list of UHNWI potential donors and foundations, conduct research on the prospects to identify potential opportunities, including due diligence;
- Analyze the UHNWI and foundation market related to philanthropic giving to identify adequate programme proposals and engagement opportunities at national and international level;
- Manage relationships and implement engagement plans of prospects identified;
- Work with direct supervisor and align with Latin America and Caribbean(LAC) Philanthropy Team comanaging agreed upon top foundations and major donors with a $1Million+ giving potential.
- Receive best practices from LAC Philanthropy team including successful proposals, cases and country/Natcom philanthropy strategies.

3. Engagement with prospects and partners:

- Ensure effective communications with partners by writing compelling cases for support, donor communications and the materials needed for prospects' engagement including briefing materials, slide decks and elevator speeches;
- Develop high quality proposals and reports;
- Identify opportunities and support the team to organize roundtables and thought partnership events with senior leadership and key prospective partners;
- Represent UNICEF at a wide range of external audiences, including at networking events;
- Plan and participate to field trips with prospective and current partners;
- Create and maintain an event calendar of relevant philanthropy sector events and external engagement opportunities and ensure participation to colleagues in the most relevant ones.

4. Strategy enablers:

- Work across UNICEF programme and partnerships teams to make connections that may advance HNWIs and Foundations outreach to new funding streams or partners;

- Work with the regional philanthropy, the global philanthropy and foundation teams to make full use of the existent offerings UNICEF has at a regional and global level;
- Introduce and promote UNICEF senior leadership to relevant identified individuals to build personalized relationships with prospects and donors, resulting in solicitations of high value gifts;
- Maximize the potential of UNICEF's and own networks to identify and drive forward approaches to new UHNWI and Foundation prospects in focus markets, working in collaboration with country office colleagues;
- Keep abreast of sector trends and peer organizations' work in this field maximizing opportunities for UNICEF.

IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to Fundraising (Foundations) contributes to the achievement of sustainable results on fundraising and partnership strategies. Its Success in turn enables Resource Mobilization & Partnership (RM&P) to achieve its goals at national and global levels.

V. Competencies and level of proficiency required

i) <u>Core Values</u>

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

ii) <u>Core Competencies (For Staff without Supervisory Responsibilities)</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)

VI. Recruitment Qualifications

Education:	University / Business School degree in Business Management, Communication, Marketing, International Relations, Social Sciences or related field is required.
Experience:	• Minimum of one year working experience in fundraising, social projects, marketing or sales is required; • Demonstrated successful track record in negotiating partnership agreements, grants or sales deals is needed; • Strong networking skills with a track record of building mutually beneficial relationships with stakeholders is required;

	• Familiarity of UHNWI and/or foundations in Brazil is required. • Practiced communicator with demonstrated ability to condense information and communicate it in a wellstructured and compelling way is needed;
Language Requirements:	Fluency in English and in Portuguese required. Knowledge of another official UN language is an asset.

VII. 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