UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: Partnership Specialist, Post No 112051 Supervisor Title/ Level: Partnership Specialist, Post No 112064 Organizational Unit: Programme Post Location: UNICEF Country Office	Job Level: Level 3 CCOG Code: Functional Code: PAR Job Classification Level: Level 3

II. Organizational 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.

Purpose for the job:

The High Value Partnerships team in the Resource Mobilization and Partnership (RMP) section works with corporates, foundations, major donors, UNICEF global fundraising offices (National Committees or NatCom) and the public sector in India and globally to maximize resources, drive income growth and build relationships with high-value supporters. The post holder will work under the direct supervision of the Partnership Specialist, who leads the Foundation and NatCom coordination team, and will provide strategic support to accelerate revenue growth from global partners.
The role will contribute to a highly effective development and donor-services programme, collaborating closely with UNICEF India staff, Indian foundations, NatComs and their private-sector partners to advance UNICEF India's mission.

This position spans the full range of development functions for global private-sector partners, including prospect research, cultivating new donors, stewarding existing donors and engaging professional advisers and other key connectors. It is also responsible for strengthening UNICEF's donor base—positioning UNICEF NatComs as the premier "go-to" platform for philanthropy—and for maintaining and evolving a best-in-class development programme that adapts to changing market trends and conditions.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Under overall guidance of Partnerships Manager and direct supervision of Partnerships Specialist, map and prioritize the greatest high value opportunities for UNICEF India, primarily (but not exclusively) based in NatCom countries and builds relationships with prominent partners to maximize influence, resources and knowledge that can advance UNICEF's mission.

- Undertake independent research to identify and profile leading donors and/or private prospects, developing cultivation strategies for identified prospects in conjunction with UNICEF's global and regional fundraising offices (PFP and RSC).

- Inspire and engage a group of elite donors, NatComs and leaders interested in promoting and supporting children's rights.

- Coordinate efforts to inform and engage donors including public sector donors, IFIs in India, through events, communication pieces and donor networking opportunities in India/NatComs.

- Build and strengthen relationships with global fundraising teams including National Committees, global private sector, representing ICO in strategic, end-to-end dialogues with donors to advance partnership opportunities and mobilize resources.

- Establish and maintain close engagement with international financial institutions (IFIs) and multilateral organisation and embassies in India to foster trusted relationships with key donor countries and identify avenues for private sector engagement and fundraising.

- Build and grow funds through pipelines and planned gifts annually.

- Create opportunities for philanthropy conversations (special events, meetings, donor event, annual meetings, etc.)

- Perform any other duties as assigned by the supervisor.

IV. Impact of Results

Describe the type of <u>decisions</u> regularly made and the impact of those decisions.

In-depth support for strategic initiatives creating innovative giving vehicles for high value fundraising. Identify the best approach to working with and relationship management of prospective global partners. Optimize the approach to achieving income targets with global funding streams.

Describe the type of <u>recommendations</u> regularly made and why these are important.

Makes recommendations to the Chief of RMP, Partnerships Manager and direct supervisor regarding the relationship management and level of interaction of the partners. This will involve risk assessment of potential relationships and careful weighing of the scale of the funding available against potential risks.

Makes recommendations to the designated partners regarding their potential and actual support of UNICEF programmes. These recommendations will influence whether UNICEF

receives large grants to support programmes.

Makes recommendations to Chiefs of Programme sections and State Offices regarding proposal and reporting content. The selection of the right programmes proposals and effective reporting of these programmes will be critical to maximizing income from key influencers.

Describe the most damaging <u>error(s)</u> that could be made in the work and the consequences they would have.

Inadequate assessment of the objectives and aims of partners will lead to missed funding opportunities. In addition, poor relationship management of established partners will put at risk partnership renewal and growth in funding for UNICEF programmes.

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

i) <u>Core Values</u>

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

<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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Skills

- Communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- In-depth knowledge of partnership development and resource mobilization.
- Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Excellent communications skills, verbal and written.
- In-depth familiarity with political and governmental processes.
- Ability to conduct sound policy analysis.

VII. Recruitment Qualifications

Education:	An advanced University Degree in Marketing, International Development, Business Administration or closely related fields required. A Bachelor or equivalent (First Level University Degree) in a relevant area combined with 2 additional years of relevant work experience may be accepted in lieu of an advanced university degree.
Experience:	Five years in a mid-to senior role in fundraising/leading multi-stakeholder partnership/management of high value partnerships and proven ability in managing multi-stakeholder relationships is required. **Desirable** • Preference will be given to candidates with significant proven and demonstrable experience of managing global high value partnerships (corporate, foundations, major donors, public sector, IFIs, embassies) and securing major gifts from across all stakeholders. • Exceptional relationship-building and networking skills, with the ability to influence and negotiate at a senior level. • Excellent written and verbal communication skills including expertise in developing compelling donor propositions, preparing pitch materials, donor reports and communication collaterals for partnerships. • Experience working cross-functionally with

	programmes, communications, and operations to align fundraising with organizational goals. Strong project management skills are an asset. • Relevant experience at the country level, particularly in development, fragile settings, and humanitarian contexts.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered an asset.