Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	MENA
Category:	IP (International Professionals)	Country:	Saudi Arabia
Reason for Classification:	Establishment of a new post	Duty Station:	Riyadh
Level:	P-5	Office:	Gulf area office (KSA)
Title:	Chief Fund Raising	Section:	
Title Information in Parenthesis:	Strategic Partnerships	Unit:	
CCOG Code:		Case Number:	
UNICEF Code:		Post Number:	
Classified by:		Classified Date:	

Organizational Context:

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.

The Chief, Partnerships and Fundraising post is part of the Partnerships and Fundraising unit of the Gulf Area Office which covers Bahrain, Kingdom of Saudi Arabia, State of Kuwait, State of Qatar, and the United Arab Emirates. The primary focus of this unit is to maximize public and private partnerships and revenue in Gulf Area Office countries. The position is based in Riyadh, Saudi Arabia and will be reporting to the Gulf Area Office Representative. The position oversees UNICEF's Partnerships and Resource Mobilization operations in the UNICEF Gulf Area Office. The position works in close coordination with and receive technical support from the RO, PFP, and PPD.

Purpose of the Job:

The position is the head of the partnerships and fundraising team in the Gulf Area office, and is responsible for leading all UNICEF partnerships and fundraising activities from public and private sector, and supporting broader engagement and cultivation of partnerships to leverage results for children locally and globally.

Under the general guidance of the Representative, the position will be responsible for the

overall coordination, planning, development and realization of the area office partnerships and resource mobilization strategy, in line with UNICEF's global Resource Mobilization Strategy and the global Private Sector Plan. The incumbent will oversee and coordinate various public and private partnerships and fundraising channels and activities, ensure engaged and long-term partnerships, and revenue growth for both the Area Programme needs as well as for UNICEF globally.

Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

Leading and managing the Partnerships and Fundraising Team

• Provides leadership and supervision to the partnerships and fundraising team across the Gulf Area Office for all partnerships and fundraising activities. Represents the Partnerships and Fundraising team in the Area Management Team.

• Builds a Partnerships and Fundraising staffing structure and team to enable the office to maximize partnerships and revenue growth.

• Establishes clear individual performance objectives, goals and timelines; and provides timely guidance to enable the team to achieve their goals.

• Identifies training opportunities to meet staff development needs aligning with the partnerships and fundraising goals.

Developing office wide Partnerships and Resource Mobilization Strategy for the area office and ensuring achievement of goals

• In close consultation with the Area Management Team, Regional Office (RO), Private Fundraising & Partnerships (PFP) and Public Partnerships Division (PPD) teams, and informed by clear analysis of the external environment, develops a comprehensive Resource Mobilization Strategy targeting the public and private sector audiences with strongest potential, including government and bilateral donors, individual supporters, key influencers (major donors and foundations) and businesses. Ensures effective alignment with national, regional and global plans and priorities.

• Provides guidance and direction for analysis, planning, implementation and management on all fundraising channels as well as partnerships, with emphasis on achieving flexible and unrestricted resources and strategic partnerships.

• Stays abreast of key developments in the external environment as they affect partnerships and fundraising, and continuously seeks new partnerships and growth opportunities, and interprets and acts upon these with the team. Likewise remains up to date with cutting edge developments globally in partnerships and fundraising practices within UNICEF and across the sector, and ensures these are applied as relevant.

• Builds and supports a culture of innovation to drive partnerships and fundraising growth.

• Engages with PPD, PFP, and RO colleagues to coordinate access to appropriate investment funds and other seed funds and accurate and timely reporting on subsequent results.

• Develops with the team a coherent annual workplan and budget covering each component of the strategy, including partnership prospect pipeline, partnerships management; ensures sufficient re-investment into fundraising activities; monitors work progress and ensures results are achieved on time and to required performance standards; ensures effective management of financial and human resources, in compliance within UNICEF financial rules and regulations.

• Builds support for Partnerships and Resource Mobilization Strategy goals from other teams within the area office through building effective collaborative relationships accordingly - notably with Communications (to drive a strong brand and assure powerful

content for partnerships and fundraising), HR (to optimize partnerships and fundraising talent in the office), Operations (operational support for partnerships and fundraising) and Programmes (strong articulation of programmes for donors and partners, and compelling reporting).

• Assesses and mitigates risk related to public and private sector work, making informed decisions on partnerships and fundraising operations.

• Ensures effective sharing of partnerships and fundraising learning and materials internationally, through conferences, workshops and online channels.

Establishing and managing strategic and meaningful partnerships

• Provides leadership and strategic directions on identifying strategic partnerships to invest in and modalities for partnerships to be pursued across a wide range of fundraising, innovation, advocacy, CSR, and leveraging voices and support for children.

• Takes an active role in negotiating relationships with key public and private sector partners including influencers and business. Assures effective concepts for engagement with partners are developed with programme and communications teams.

• Represents UNICEF in meetings with key partners to advocate and promote UNICEF programme goals and objectives; portrays a strong UNICEF brand through effectively communicating the UNICEF stories and messages.

• Facilitates the office in leveraging the non-financial aspects of key public and private sector partners.

The post will be supervising PRM Specialist-P3

Impact of Results:

1. The Partnerships and Resource Mobilization Strategy developed for the area office is aligned with UNICEF's global Resource Mobilization and Private Sector Plan, and is translated into concrete plans and measurable goals.
2. Goals set out in the area office's Partnerships and Resource Mobilization Strategy are achieved, which will help enable UNICEF to achieve programme goals at national and global levels.
3. The partnerships and fundraising team is motivated, performing at its best and achieving results.
4. Decisions are made effectively on partnerships and fundraising strategies. Plans are implemented, managed, monitored and evaluated efficiently and effectively in order to maximize results for children.
5. Partnerships and fundraising roles and responsibilities in the area office are clear for all staff to contribute, and ensures the entire country office collaborates to achieve Partnerships and Resource Mobilization Strategy goals.

Competencies and level of proficiency required:

Core Values

□ Commitment
□ Diversity and Inclusion
□ Integrity

Core competencies

□ Communication (III)
□ Working with People (III)
□ Drive for Results (III)
Functional Competencies

□ Leading and Supervising (III)
□ Formulating Strategies and Concepts (III)

- □ Analyzing (III)
- □ Relating and Networking (III)

□ Persuading and Influencing (III)
□ Entrepreneurial Thinking (III)

Recruitment Qualifications:

Education:

An advanced university degree (Master's degree or equivalent) in one of the following fields is required: Business Administration, Marketing, Communications, Fundraising, Management or another relevant technical field.

Experience:

A minimum of ten years of professional experience in partnerships and fundraising is required, with progressively increasing responsibilities, including direct responsibility for setting and meeting income targets.

Experience in, and knowledge of, the Gulf Area Office context is an asset.

Demonstrate multi-country agility and country-level leadership experience, navigating complex, fragile, and humanitarian contexts, is required.

Proven capability to design and manage complex shared-value partnerships is a strong asset
Proven experience working effectively with International Financial Institutions (IFIs) required.

Ability to design and manage large-scale blended funding models (i.e. private and public funding streams), is required.

Expertise in architecting innovative financing models, particularly, relevant experience in Islamic Finance and ability to navigate complex regulatory and legal environments is a highly a strong asset.

Ability to manage complex, multi-stakeholder pipelines through a systematic, data-driven approach, maintaining strict accountability to fixed strategic and financial goals is required.

Relevant partnership and marketing experience will be considered as contributing to this work experience.

International fundraising experience is an asset.

Language Requirements:
Fluency in English is required. Knowledge of another UN language or local language of the duty station is considered as an asset.

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)?:

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?:

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)?:

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

Competencies and level of proficiency required:

Recruitment Qualifications:	
Attachments:	P5 PFP PPD.pdf RE JDs.msg

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