



## SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Fundraising Officer (Philanthropy)  
Supervisor Title/ Level: Chief of Private  
Fundraising and Partnerships (PFP)  
Organizational Unit: PFP  
Post Location: Manila, Philippines

Job Level: NOB  
Job Profile No.:95036  
Job Classification Level:

### 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.

#### **Strategic office context:**

The Philippine Country Office is a medium-to-large size country office with its base in Manila and a regular field office in Cotabato City. Moreover, the office is situated in a country that is highly exposed to natural hazards. It has its own Private Fundraising & Partnerships (PFP) team which raises funds for its different programs, including emergencies.

The Fundraising Officer (Philanthropy) under PFP is at a critical stage of its development with the Philippines Economy projected to be a middle to upper income country by 2025. Hence there is fundraising opportunities for philanthropic partnerships in CPD 9 and beyond.

#### **Job organizational context:**

The position of Fundraising Officer (Philanthropy) at the NO-B level in the Philippines Country Office, in the section of Private Sector Fundraising & Partnerships, reports to the Chief Private Sector Fundraising & Partnerships.

#### **Purpose for the job:**

The Fundriasing Officer (Philanthropy) will be fully accountable for the philanthropic fundraising revenue raised for UNICEF Philippines. The incumbent is responsible to develop new partnership

opportunities, focusing primarily on a wide variety of key influencers including; High network individuals, foundations and membership and faithbased based organizations. The role requires the incumbent to provide effective account management of existing and to seek out new partnerships by deploying innovative audience centric resource mobilization strategies.

The role involves close collaboration and partnership with other members of the PFP team (Fundraising Officer (Corporate); Corporate Associate and Marketing Communication Officer) as well as the Communication and Programme Sections. Particularly on crafting and delivering timely donor proposals and reports, as well as brand or communication strategies with new and existing partners to ensure cohesive messaging. The incumbent is also responsible for coordinating and implementing all philanthropic fundraising plans and budgets with suppliers, agencies and the Global Private Sector Fundraising team and Regional Support Centre.

The post will also be responsible for compliance with all prescribed and required standards relating to due diligence processes, partnership collaboration and UNICEF brand guidelines.

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

Under the guidance and supervision of the Chief, Private Fundraising and Partnerships.

#### Summary of key functions/accountabilities:

- 1) Support the development of the overall philanthropy fundraising strategy and workplan with annual targets in consultation with the supervisor. To ensure income and donor acquisition targets are met according to budget and schedule, the role is expected to:**
  - Assist in the development and implementation of the PFP strategy to maintain and create partnerships with philanthropic partners (major donors from high net worth families, foundations, membership-, and faith-based organizations) that will maximize long-term income and offer wider benefits to UNICEF to build public engagement in support of programme objectives.
  - Plan, organize, and execute fundraising events/campaigns/activities/donor partners for that will generate income and encourage philanthropic engagement in support of UNICEF's programmatic objectives.
  
- 2) Build and foster strong relationships with new philanthropic prospects and donors and ensure existing philanthropic donors are stewarded appropriately, resulting in profitable long-term partnerships.**
  - Research, map, screen, identify prospective philanthropic partners, building and maintaining a solid pipeline in accordance with UNICEF's processes and criteria. Maintain and continuously update the philanthropic partners database for targeted, current, and prospective partners.
  - Meet and cultivate potential philanthropic partners and secure partnerships, focusing on gifts of a minimum value of US\$100K and multi-year, that will maximise long-term income in support of UNICEF's programmatic objectives.
  - Provide effective account management, partnership recognition and ensure efficient reporting on the outcomes of all partnerships.

**3) Ensure timely proposal, report writing and partner communication co-creation campaigns.** By working collaboratively and strategically with internal and external audiences:

- Write funding/partnership proposals and other relevant materials (including presentations) for potential partners by working with relevant programme teams, contributing technical inputs.
- The role involves close collaboration and partnership with other members of the PFP team (Fundraising Officer (Corporate); Marketing Communication Officer) as well as the Communication, Partnerships, and Programme Sections especially when creating collaborative brand or communication strategies with new and existing partners to ensure cohesive messaging
- The incumbent is also responsible for coordinating and implementing all philanthropic fundraising plans and budgets with suppliers, agencies and the Global Private Sector Fundraising team and Regional Support Centre (RSC)
- Maintain close coordination with RSC and PFP Geneva in order to maximize potential of global or regional philanthropic partnerships. Manage screenings and approvals of proposals with the PFP Division in Geneva and work with PFP RSC to support regional and global philanthropic partnerships. Keep up-to-date contact records to ensure efficiency and accuracy of partnership data and information.

**4) Monitor and evaluate corporate fundraising activities** as per agreed key performance indicators (KPIs) and metrics of success, including budget expenses:

- Track KPIs (examples: donor acquisition rate, donation size, return on investment), analyze and report on results, and provide actionable, data-driven recommendations to continuously improve donor acquisition and retention
- Write and present reports on a periodic basis to PFP and to regional or global teams
- Develop TORs for Long-Term Arrangements (LTA) and Purchase Orders (PO) and participate in procurement activities with the Supply section, as needed
- Manage the performance of relevant third party agencies and suppliers, including ensuring deliverables are met prior to payment and evaluating performance

*Note: At all times the incumbent will be expected to work closely with colleagues (in the Philippines, around the EAPRO region and in regional/head offices) to ensure that all partnerships comply with UNICEF's policies for philanthropic partnerships and support UNICEF's plans and priorities. They must also ensure that best practices are applied at all times in qualifying, cultivating, soliciting and stewarding donor relationships.*

#### **IV. Impact of Results**

By developing effective philanthropic partnerships, the incumbent can create significant new income for UNICEF to fund our work in the Philippines.

In addition, the post holder will help to achieve PCOs stated aims of working with various philanthropic partners to achieve our programmatic objectives.



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<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"><li>- Care</li><li>- Respect</li><li>- Integrity</li><li>- Trust</li><li>- Accountability</li></ul> <p><b><u>Core Competencies</u></b></p> <ul style="list-style-type: none"><li>- Nurtures, Leads and Manages People (1)</li><li>- Builds and Maintains Partnerships (2)</li><li>- Demonstrates Self Awareness and Ethical Awareness (2)</li><li>- Works Collaboratively with others (2)</li><li>- Innovates and Embraces Change (2)</li><li>- Thinks and Acts Strategically (2)</li><li>- Drives to achieve impactful results (2)</li><li>- Manages ambiguity and complexity (2)</li></ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"><li>• Formulating Strategies and Concepts [ I ]</li><li>• Relating and Networking [ II ]</li><li>• Persuading and Influencing [ II ]</li><li>• Entrepreneurial Thinking [ I ]</li><li>• Analysing [ I ] •</li></ul>
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<p><b><u>Technical Knowledge</u></b></p> <p><b>b) Common Technical Knowledge Required (for the job group)</b></p> <ul style="list-style-type: none"> <li>• United Nations or other international organizations; good understanding of world affairs, current events and international development issues</li> <li>• Global human rights issues, specifically relating to children and women, and current UNICEF position and approaches</li> <li>• UNICEF communication goals, visions, positions, policies, guidelines and strategies</li> <li>• UNICEF policies and strategy to address national and international issues, including emergencies</li> <li>• Strong team player with excellent written and oral communication, presentation, negotiation and analytical skills</li> <li>• A service minded, pleasant personality and good interpersonal skills</li> <li>• Tact, discrete, initiative and good judgment</li> <li>• Ability to work under minimum supervision</li> <li>• Ability to handle multiple projects within deadlines</li> <li>• Gender equality and diversity awareness</li> </ul>	
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<b>V. Recruitment Qualifications</b>	
Education:	University Degree in the disciplines of Business, Management, Marketing, Communications, Fundraising/Philanthropy or other related fields.
Experience:	<p>Two (2) years minimum relevant professional work experience in sales and marketing, account management, business management, event management or fundraising.</p> <p>Experience in philanthropic partnerships, working within the private sector, and/or high net worth individuals and families, foundations, membership- and faith-based organizations, and with NGOs/Business Associations/Chambers of Commerce, with proven track record.</p> <p>A high-net-worth individual or corporate network is an asset.</p>

	Outstanding interpersonal, negotiating and account management skills are essential.
Language Requirements:	Fluency in English and Filipino, both oral and written.

VI. Signatures- Job Description Certification	
Name: Susanna Carolina Snyman Title: Supervisor, PFP Chief	Signature  S.C.S Date: 06-08-2024
Name: Behzad Noubary Title: Representative (OIC)	Signature  Date: 06-08-2024