



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB DESCRIPTION

I. Post Information

Job Title:	Donor Relations Officer	Job Level:	NO-2
Title Information in Parenthesis	Philanthropy	Post Number:	
Supervisor Title & Level	Fund Raising Specialist	Supervisor Post Level:	NO-3
Duty Station:	Mexico City	Supervisor Post Number:	
Country of Duty Station:	Mexico	CCOG Code:	
		Organizational Unit:	PFP

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.

Job organizational context:

The Mexican market offers significant opportunities for partnerships development with philanthropists, family foundations, and MBOs and FBOs. Mexico is the country with the second largest GDP in Latin America and the Caribbean (LAC) region and with a well-organized network of foundations and philanthropist, setting a good environment to build strong relations and opportunities with the philanthropic audience in the country.

The post holder will help strengthen the current philanthropy portfolio and drive strategic growth for this channel in Mexico, focusing on Major Individual Donors and philanthropists, private foundations, and Membership Based Organizations (MBO/FMBO) while promoting cross-collaboration with other areas in the PSFR section and other sections within the CO such as Programs, Communications and Operations. The Donor Relations Officer (Philanthropy) will report to the Fund-Raising Specialist (Philanthropy)

Purpose for the job

The Donor Relations Officer (Philanthropy) will support the implementation and development of the philanthropy strategy for the Mexico Country office, which will support UNICEF's mission and contribute to UNICEF's local, regional, and global funding needs.

III. Key functions, accountabilities and related duties/tasks

(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)

Key End-Results Expected

Under the leadership of the Fund-Raising Specialist (Philanthropy) (NOC) in Mexico, the postholder will carry out the following tasks:

1. Support the develop and implementation of the philanthropy strategy and work-plan in Mexico to achieve established goals and KPIs for Major Donors, Private Foundations, and MBOs/FBOs.
2. Identify strategic opportunities / prospects and support the relationship development focusing on: Top Private Foundations, Major Individual Donors and Philanthropists, and MBO/FBO and those international prospects with a special interest to invest in UNICEF programs in Mexico, to make gifts of at least US\$100,000 and with the potential to grow their contributions to the US\$1M+ level.
3. Support in the development of engagement plans and proposals to mobilize new strategic funding opportunities and offerings with the philanthropic sector with a focus on major individual donors, private foundations and philanthropists, and MBO/FMBO.
4. Promote cross-functional coordination and collaboration with Corporate and Individuals Fundraising teams, Child Rights and Business, Marketing Services, Communications and Programme staff.
5. Maintain a positive and collaborative working relationship with partners in accordance with UNICEF's core values

Key Accountabilities, duties and tasks

1. Prospect Identification
 - Investigate and lead the market research to identify prospects and key influencers, identify their interests and connect those to UNICEF Mexico CO mission and programs through the development of engagement plans.

- Develop and qualify a prospect list and map connections/opportunities for collaboration with existing philanthropic prospects / partners.
 - Map key local events that could contribute to the development of the philanthropy strategy in UNICEF Mexico and organize prospecting/cultivation philanthropy events locally.
 - Support engagement of prospects for UNICEF Mexico in regional and global initiatives.
 - Follow up the Due Diligence process and recommendations for engagement with prospects and partners.
2. Support the process of Cultivating and mobilizing new strategic funding opportunities with the philanthropic sector:
 - Develop cultivation proposals for partners and prospects participation in UNICEF-led and external events.
 - Coordinate and liaise with partner UNICEF NatComs on joint opportunities with prospects who can be interested on supporting UNICEF Mexico CO's programs.
 - Review of funding proposals, concept notes, fundraising brief and other products as relevant;
 - Maintain donor proposal tracking sheet and follow up on pledged funding.
 - Provide regular summaries of urgent funding needs for both the humanitarian and development programmes consolidated for the office across all programme sections.
 - Support the development of Memorandum of Understanding (MoUs) / contractual process with the partner.
 - Develop communication plans related to partnerships and coordinate internally with Marketing Services and Communications the adequate implementation of those, considering the organization's guidelines.
 3. Philanthropic Partnership Relationship Management
 - Support relationship management activities for philanthropy partnership and others as required ensuring quality and timely reporting.
 4. Philanthropy networks and convening events
 - Map local events that could contribute to the development of the philanthropy strategy in UNICEF Mexico.
 - Responsible for organizing prospecting/cultivation philanthropy events locally.
 - Support the organization regarding UNICEF's participation in philanthropy networks, 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.

IV. Impact of Results

- Contribute to accomplish the philanthropic fundraising strategy plan, promoting an integrated approach to existing and potential partners to contribute with local, regional, and global UNICEF funding needs.
- Promote UNICEF brand awareness and image.

V. Competencies and level of proficiency required

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

The UNICEF competencies required for this post are: Demonstrates Self Awareness and Ethical Awareness, Works Collaboratively with others, Builds and Maintains Partnerships, Innovates and Embraces Change, Thinks and Acts Strategically, Drive to achieve impactful results, and Manages ambiguity and complexity.

To view our values and competency framework please visit the following links: [Our Values](#) and [Our Competencies](#).

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• A university degree is required, preferably in any of the following fields: Business and Administration, Public Relations, Marketing, International Relations, Public Administration, Communications or another relevant technical field.• Desirable to have post-graduate studies (equivalent to Master's Degree) in finance, marketing, innovation or other related fields.
Experience:	<ul style="list-style-type: none">• A minimum of two years of relevant professional work experience in sales and/or marketing positions that includes either B2B relationships, Key Account management or relationship building with High Value Individuals.• Experience in philanthropic fundraising, family offices, private banking, or other related activities is preferred.

Language Requirements:	Fluency in Spanish and proficiency in English are required.