



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB DESCRIPTION

I. Post Information			
Job Title:	Philanthropy Officer	Job Level:	NOA
Title Information in Parenthesis	Philanthropy	Post Number:	
Supervisor Title & Level	Corporate Fundraising Officer	Supervisor Post Level:	NOB
Duty Station:	Bogota DC	Supervisor Post Number:	
Country of Duty Station:	Colombia	CCOG Code:	
		Organizational Unit:	PFP

II. Organizational Context and Purpose for the job
<p>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.</p> <p><b>Job organizational context:</b></p> <p>The Resource Mobilization Section contributes to key results in the following areas: (i) partnership development and resource mobilization among, major individual donors and philanthropist, private and institutional foundations and Membership and Faith Based Organizations (MBOs and FBOs); (ii) increased awareness among UNICEF's leadership, and programme and technical colleagues, of the importance of private sector partners and financing to the delivery of programmatic and advocacy goals.</p> <p>In close coordination with the Communication section, the Resource Mobilization Section contributes to two other key results: (i) increased public awareness and engagement of child rights and (ii) increased participation and engagement of adolescents.</p> <p>The Colombia CO offers significant opportunities for partnerships development with philanthropist, private/institutional foundations, and MBos and FBOs. Colombia is the fourth country in GDP in Latin America and the Caribbean (LAC) region and with a well-organized network of foundations and philanthropist sets a good environment to build strong relations and opportunities with the philanthropic audience in the country.</p>

The post holder will help to drive strategic growth for philanthropy channel in Colombia, focusing on Foundations, Major Individual Donors and philanthropist, 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 Philanthropy Officer will report to the Corporate Fundraising Officer (NOB).

**Purpose for the job**

*The Philanthropy Officer will support the implementation and development of the philanthropy strategy for the Colombia 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**

**Key End-Results Expected**

Under the leadership of the Corporate Fundraising Officer (NOB) in Colombia, the postholder will carry out the following tasks:

1. Support the implementation of the philanthropy strategy and work-plan in Colombia to achieve established goals and KPIs.
2. Identify and lead the relationship development with strategic opportunities / prospects focusing on top Family and Independent Foundations that could be interested on supporting and work cooperatively with UNICEF in the development of programs in Colombia. Also identify and nurture the pipeline of Membership Based Organizations (MBOs) or Faith Based Organizations (FBOs) with the potential to support UNICEF programs in Colombia.
3. Identify and lead the relationship with prospects focusing on Major Individual Donors and Philanthropist with the potential to make gifts of at least US\$100,000 and with the potential to grow their contributions to the US\$1M+ level.
4. Develop and mobilize new strategic funding opportunities and offerings with the philanthropic sector with a focus on foundations, major individual donors and philanthropist, and MBOs/FBOs.
5. Plan and implement high level meetings, conferences and any kind of events that contribute to the engagement and development of alliances with High Value donors and Foundations.
6. Renew, nurture and ensure accountability any on-going philanthropic partnerships. Promote cross-functional coordination and collaboration with Corporate and Individuals Fundraising teams, Child Rights and Business, Marketing Services, Communications and Programme staff.
7. Maintain a positive and collaborative working relationship with partners.

**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 Colombia CO mission and programs.

- Develop and qualify a prospect list and map connections/opportunities for collaboration with existing philanthropic prospects / partners.
  - Map and position UNICEF in key local events that could contribute to the development of the philanthropy strategy in UNICEF Colombia and organize prospecting/cultivation philanthropy events locally. Support engagement of prospects for UNICEF Colombia in regional and global initiatives
  - Comply with the Due Diligence process and recommendations for engagement with prospects and partners.
2. Cultivate and mobilize new strategic funding opportunities with the philanthropic sector:
    - Accountability for effective engagement of designated priority foundations, contributing to realization of Colombia CO's income targets.
    - Develop and action cultivation plans 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 Colombia CO programs.
    - Develop and 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 MoUs/ contractual process with the partner.
  - Develop the 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
    - Lead and support relationship management activities for philanthropy partnership and others as required ensuring quality and timely reporting.
  4. Philanthropy networks and convening events
    - Map and position UNICEF in local events that could contribute to the development of the philanthropy strategy in UNICEF Colombia. Also responsible for organizing and prospecting/cultivation philanthropy events locally. Support engagement of prospects for UNICEF Colombia in regional and global initiatives.
    - Facilitate the organization of UNICEF participation in foundation/philanthropy networks, and help to organize 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**

Providing timely support in areas of Customer Service, Database Management and Donation Processing will contribute to satisfied pledge donors and retention.

<p><b>Job grade factors Level 1</b></p> <ul style="list-style-type: none"> <li>• <i>The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make recommendations to the supervisor on appropriate courses of action regarding project adjustments</i></li> <li>• <i>The impact of the actions affects the quality of services, efficiency of processing and delivery in support of a country programme.</i></li> <li>• <i>Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.</i></li> <li>• <i>Conduct research, data collection &amp; analysis requiring analytical / conceptual thinking and organization skills at a professional level.</i></li> </ul>	<p><b>Job grade factors Level 2</b></p> <ul style="list-style-type: none"> <li>• <i>The impact of the actions affects the quality of services, efficiency of processing and delivery, performance of systems and teamwork in support of the country programme. Supervise the work of junior staff.</i></li> <li>• <i>Regularly makes recommendations on project implementation, alternative approaches, and optimal utilization of UNICEF resources.</i></li> <li>• <i>Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.</i></li> <li>• <i>Conduct research, data collection &amp; analysis</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b><i>The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.</i></b></li> <li>• <b><i>Provide briefings, trainings, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.</i></b></li> <li>• <b><i>The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.</i></b></li> <li>• <b><i>Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills.</i></b></li> </ul>	<p><b><i>requiring analytical and conceptual thinking at a professional level.</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.</i></b></li> <li>• <b><i>Provide briefings, training, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.</i></b></li> <li>• <b><i>The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.</i></b></li> </ul>

<p><b>IV. Impact of Results</b></p>
<ul style="list-style-type: none"> <li>☐ 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.</li> <li>☐ Promote UNICEF brand awareness and image.</li> </ul>

## V. Competencies and level of proficiency required

UNICEF's values:

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

The UNICEF competencies

- Builds and maintains partnerships (L1)
- Demonstrates self-awareness and ethical awareness (L1)
- Drive for results with impact (L1)
- Innovates and embraces change (L1)
- Manages ambiguity and complexity (L1)
- Thinks and acts strategically (L1)
- Working collaboratively with others (L1)

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

## VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: Business and Administration, Marketing, International Relations, Public Administration, Communications or another relevant technical field. Desirable to have post-graduate studies on finance, marketing, innovation or other related fields.
Experience:	A minimum of one (1) year of relevant professional work experience in sales and/or marketing positions specially in B2B relationships, Key Account management and/or relationship building with High Value Individuals. Experience in philanthropic fundraising, family offices, private banking, or others related is preferred
Language Requirements:	Fluency in English and the local language at the duty station is required. Knowledge of another UN language is an asset