

**Switzerland for UNHCR
hires a
Strategic Partnership Officer**

Contract Type: Permanent and full-time position

Place of work: Flexible Location in Swiss-German Speaking Switzerland with a preference for Zürich or Basel areas

Starting date: As soon as possible

About Switzerland for UNHCR, the Swiss Foundation for UNHCR

UNHCR, the United Nations Refugee Agency, is a global organization dedicated to saving lives, protecting the rights of refugees and building a better future for the millions of people forced to flee their homes.

Since 1950, UNHCR has responded to multiple crises on different continents and has provided vital assistance to refugees, asylum-seekers, internally displaced and stateless people, many of whom have nowhere else to turn. Its work was aimed at ensuring their rights, protection and assistance, preserving their dignity and well-being.

UNHCR has set up a foundation under Swiss law, headquartered in Geneva, which shall:

- Raise funds from individuals, from the private sector as well as from the cantons and communes in Switzerland and Liechtenstein in support to UNHCR's protection and assistance programmes worldwide
- Raise awareness within civil society in Switzerland and Liechtenstein about the situation and needs of refugees and those forced to flee
- Engage in advocacy and activities for refugees and persons of concern for UNHCR, through media and social media campaigns, public speaking and the commissioning of research in order to facilitate civic engagement and fundraising.

The Foundation is currently looking for a second Strategic Partnership Officer to grow the team and contribute to the strategic and operational Private Philanthropy Resource Mobilization in Switzerland with a particular focus on the German-Speaking Region of Switzerland.

The incumbent will contribute to further develop and expand fundraising and marketing of the organisation, drive the strategy implementation, undertake prospect research and maintain the prospect pipeline. Working in close coordination with the rest of the Private Philanthropy Team, the Strategic Partnership Officer will identify and connect with major donors, corporations and trusts/foundations in the German-Speaking Part of Switzerland. He/she will cultivate and manage the relationships with prospective donors and help secure income for UNHCR programs through the Swiss Foundation.

ROLE

We are seeking a dynamic and proactive team player, with a strong interest in a strong non-profit brand and refugee issues with good project management experience and wide network that will be able to consolidate and further develop the current Swiss donors' portfolio of the Foundation with a particular focus on the German-speaking region of Switzerland.

The position will also be key to increase and secure new donations and help scoping new Private philanthropy development opportunities. This work will be delivered under the supervision of the Senior Advisor Strategic Philanthropy. The position will also work closely and support the Individual Giving and Communications teams.

MAIN RESPONSIBILITIES

Scope of the Assignment

The Strategic Partnership Officer will take the following responsibilities:

- Establish, drive forward, monitor and evaluate Switzerland for UNHCR's new business fundraising strategy, including an effective **prospecting programme to secure at least one new donation from a major donor within the initial 12 months and making concrete inroads to securing a seven-figure long-term partnership;**
- Develop proposals and pitches for potential new private sector partnerships, as well as for maximizing potential with existing partners;
- Initiate and lead specific major donors' and other new business opportunities in line with the fundraising strategy;
- Support the Foundation team's efforts to position UNHCR as a "go to" charity brand for the private community in Switzerland.
- Research news prospects, deliver best practice cultivation and stewardship to prospects and partners to ensure we are achieving joint objectives and that partnerships are regularly reviewed and evaluated;
- Prepare and facilitate one to one meetings, calls, presentations and other meaningful interactions with major donors or their representatives (lawyers, notaries, wealth managers, family offices, board members, etc.) with the aim of soliciting major support to UNHCR.
- Ensure an appropriate strategic and tactical response to prospects in the event of humanitarian emergencies;
- Keep aware of the fundraising and business environment and proactively develop new opportunities for UNHCR in Switzerland, appropriately influencing the organization to explore new models of partnership;
- Support the Director of the newly established Swiss Foundation for UNHCR in identifying potential board members (long and short list) as well as advising on the specificities of the target geography

- Work within UNHCR's due diligence screening policy and processes for Private Sector Partnerships.

PROFILE

The ideal candidate is a passionate, professional, results-oriented individual, with a focus on business development in the German-Speaking Region of Switzerland, with private sector fundraising experience relevant to the function. Experience with an international NGO or humanitarian organization would be an asset.

Key competencies

- Minimum 8 years of relevant work experience combined with a basic university degree OR minimum of 6 years of work experience combined with a post-graduate diploma in Business Administration, Marketing, economics, program management;
- At least 6 years' experience in project management and implementation/planning (including planning, stakeholder consultation, reporting, etc.) gained in an international NGO, not-for-profit or similar organization;
- Excellent command of German, Swiss German and English, French and/or Italian an asset;
- Proven experience in preparing and implementing business development strategies for private sector fundraising;
- A track of record of negotiating and securing six or seven figure cash donations from foundations, corporations and/or High Net Worth Individuals;
- Proven record of accomplishment of securing at least one new corporate/NGO partnership that she/he was personally responsible for identifying and soliciting.
- Excellent analytical skills and strong communication and presentation skills (both verbal and written);
- Demonstrable skills in communicating and collaborating effectively when working remotely;
- Good knowledge of the Swiss fundraising environment, regulatory framework and market trends;
- Ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often functions on short-term deadlines;
- Ability to explain complex issues to external stakeholders and present the organization and diverse operations in an appealing and concise manner;
- Excellent computer skills and knowledge of MS Office applications;
- Proactivity, with excellent organizational skills and ability to work autonomously;
- High attention to details and process oriented;
- Demonstrated ability to work as a team player, with strong soft skills, in a fast paced and multicultural environment;
- Excellent written and oral communication and able to draft official documents of record and actively participate to internal meetings with senior management;
- Superior interpersonal and communications skills and capacity to build excellent relationships with key stakeholders, particularly with high-level individuals in a multinational environment.
- Familiarity with UNHCR or other UN structure is considered a strong asset.



Interested candidates can send their cover letter and CV to the Swiss Foundation by email to hr@unrefugees.ch, until June 1st, 2021, mentioning the reference: SPC - CHD

Only selected candidates will be contacted. The Foundation is an equal opportunity employer and proud to make diversity a strength.