

PRIVATE SECTOR FUNDRAISING ASSISTANT

PURPOSE OF THE POST

To assist the PSFR Officer in the development of goals, strategies, proposals and implementation of fundraising activities in all channels, principally from the corporate sector, in order to generate revenues; develops and maintain statistical market and fundraising data. Cultivates long term relations with corporate donors and partners.

MAJOR DUTIES AND RESPONSIBILITIES

Percentage

25%	1. Researches local and multinational corporations with a developed sense of corporate social responsibility, good business practices and that are compliant with UNICEF's screens for developing new corporate alliances, costumer fundraising campaigns or grants.
35%	2. Approaches potential corporate partners and conducts negotiations for closing corporate alliances agreements. Monitors and ensures compliance with all internal and external requirements for normal development of corporate alliances. Follows up on the whole Corporate Alliance process to ensure that all steps are carried out in timely fashion.
15%	3. Prepares reports on the program advances for each of the projects in Mexico that are supported by corporate partners. Ensures proper and timely delivery of reports to each of the counterparties. Follows up any concerns or requirements of the allies with respect to UNICEF. Coordinates the interaction between corporate donors and UNICEF, for example: Field trips, event management, etc.
10%	4. Follow up to assure proper collection of revenues.
10%	5. Supports the growth of the individual donors database and the sales of PL&M's cards and products by proposing new initiatives carried out along with corporate partners for boosting the income generated by this fundraising and sales channels.
5%	6. Performs other duties as required

QUALIFICATIONS, SKILLS AND ATTRIBUTES required for performing the duties of the post:

a) **EDUCATION**

University Degree in Marketing, Business Administration or similar careers. Private Sector Fundraising experience is an asset.

b) **WORK EXPERIENCE**

Six years progressively responsible work experience in Marketing, Business administration or related work fields.

c) **LANGUAGES**

Fluent in English and Spanish languages.

d) **OTHER SKILLS AND ATTRIBUTES**

Good analytical, organizational and communications (oral/written) skills;

Tact, discretion, initiative and good judgement;

Ability to work independently, with minimum supervision; ability to handle multiple projects within deadlines;

Good personal relations and skills to properly interact with others.