UNICEF in Serbia is seeking individual contractors for the following assignment:

Face to Face Fundraising

Ref. Number: VN 81 – 528792

UNICEF in Serbia is seeking motivated candidates to recruit regular donors through face to face channel. The purpose of the assignment is to support recruitment of pledge donors through Face to Face recruitment at the locations defined by UNICEF and to contribute to the increase in the number of pledge donors and growth of pledge income.

Individual contractors “facers” are fundraisers and they are expected to be present around the UNICEF branded stand and to approach people, presenting them UNICEF’s work and convincing them to sign the direct debit or standing order forms. The facers will be present at the following locations, depending on the approvals granted to UNICEF to position UNICEF stand and facers: shopping malls (USCE, Delta City, Stadion, Big, Promenada, Ada Mall, IKEA), in the most frequent pedestrian areas or in the companies, as well as at the special events.

The facers are expected to be able to convey the message of UNICEF programme activities and provide effective communication of the importance of sustainable funding through the private sector (regular donors) for programme implementation and its positive impact on organizational costs and to represent UNICEF in a professional manner.

Work Assignment Overview:

Tasks:

1) Recruit regular donors through face to face channel by mobilization of individual citizens to sign the standing order form.
2) Convey the message of UNICEF programme activities and provide effective communication of the importance of sustainable funding through the private sector (regular donors) for programme implementation and its positive impact on organizational costs. Represent UNICEF, its vision and mission in a professional manner.
3) Collecting sensitive donor information and handling of same with the highest regard for confidentiality and information security.
4) Following instructions and procedures on how work is to be delivered; all relevant information must be reported and communicated to the Team Leader.
5) In some cases, a F2F Fundraiser can be invited to work in the office on administrative tasks as support to the project.

Deliverables:

- Monthly reports, accurate and timely conduction of work tasks and handover of paperwork,
- Number of new donors recruited through face to face channel, i.e. number of the signed and completed standing orders,
- Monthly gift per donor.

Knowledge/Expertise/Skills required:

- Understanding of UNICEF brand and general knowledge of UNICEF activities
- Understanding of marketing with an ethical approach
- Good communication and strong interpersonal skills
- Approachable, outgoing, resourceful
- Adaptability as a team member
- The ability of adjustment in new surroundings and circumstances
- Secondary school completed
- Eagerness to learn

**How to apply:**
Interested candidates are requested to submit their application through:
https://www.unicef.org/about/employ/?job=528792

**Important notes:**
Incomplete applications will not be taken into consideration.
Only short-listed candidates will be contacted.

*For every child, you must demonstrate UNICEF's core values of Care, Respect, Integrity, Trust and Accountability and core competencies in Communication, Working with People and Drive for Results.*

*UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.*

*UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will therefore undergo reference and background checks.*