

# Terms of Reference

## Fundraising Communications Internship

**Project Title:** Private Sector Fundraising

**Organisation:** UNHCR

**Job Title:** Fundraising Communications Intern

**Duty Station:** Copenhagen, Denmark

**Duration:** 6 months

**Contract Type:** Internship

### Background Information

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 55 million people.

This internship is within UNHCR's **Private Sector Fundraising Service (PSFR)**, which raises funds from private sector donors to support UNHCR's work. UNHCR is almost entirely funded by direct, voluntary contributions, the bulk of it from donor nations. However, support from the private sector is growing. In 2015, UNHCR raised USD 284 million from the private sector, more than 8 per cent of total contributions received.

Within PSFR, the selected candidate will sit within the **Fundraising Communications Team** in Copenhagen. This exciting internship is a unique opportunity to gain experience in communication, fundraising and campaigns within UNHCR's Global Private Sector Fundraising team and support UNHCR's private sector fundraising efforts around the world.

### Duties and Responsibilities

We are seeking a dynamic and proactive intern, with a strong interest in communication and refugee issues, to complete a six-month internship within UNHCR's Fundraising Communications team.

The Fundraising Communications team is charged with ensuring that UNHCR's private sector fundraising network has the content, tools, resources and best practice communication products to run an effective fundraising programme that enables income generating teams to deliver increased resources to UNHCR's budget. The team provides a global service that cuts across PSFR income generating streams, supporting PSFR markets in the acquisition and retention of donors and helping them boost UNHCR brand equity and improve brand coherence.



**The Fundraising Communications Intern will be expected to engage with the following:**

- Coordinating the production of a weekly e-newsletter, highlighting the most compelling UNHCR content from across the world
- Assisting with the creation of an engaging thematic monthly communications content package distributed to PSFR markets worldwide
- Coordinating regular team and content planning meetings (agenda and minutes)
- Researching the latest statistics, messaging and refugee stories for donor reports
- Responding to content requests from the UNHCR global fundraising network in up to 12 countries
- Providing administrative support to the Fundraising Communications team, including support on work related to the global thematic shelter campaign
- Supporting PSFR events at UN City in Copenhagen, e.g. workshops and external events
- Any other tasks as needed

## **Essential Minimum Qualifications and Professional Experience Required**

**The ideal candidate will:**

- Possess an undergraduate/master's degree in a relevant field
- Be available to work full time (40 hours) for a six-month period
- Be a strong communicator with fluency in English (advanced writing and editing skills)
- Have strong research and organizational skills
- Knowledge of digital media, content management systems or other web based applications
- Knowledge of email marketing software such as ExactTarget or MailChimp will be considered an asset

**Location:**

The selected intern will be based within the Fundraising Communications team in UN City, Copenhagen and will work under the supervision of the Associate Fundraising Communications Officer.

**Conditions:**

The internship is expected to begin in August 2016 and last for a period of 6 months. The role is full time (40 hours per week). Working hours are 8.30 am to 5.00 pm, Monday to Friday. Please note that the terms of internship, as defined by UNHCR practice, preclude payment of any kind.

**To Apply:**

Interested applicants should submit their letter of motivation and CV, including testimonials/degrees/certificates to [DENCODERHR@unhcr.org](mailto:DENCODERHR@unhcr.org) indicating "**Fundraising Communications internship**" in the subject of the email.

**The deadline for applications is 26 June 2016**