**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** Individual Giving Unit, Strategy and Market development Section, PSP

**Duty station:** Copenhagen, Denmark

**Duration of the internship:** 6 months

**Expected start date:** January 2021

**Background information/Organizational Context**

UNHCR is a global organization 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. We are in over 130 countries, using our expertise to protect and care for millions

UNHCR, the UN Refugee Agency, is offering an internship/full time position within the ***Strategy and Market Development Section*** which sits within the Private Sector Partnerships Service (PSP) in our Copenhagen Headquarters in Denmark***.***

The purpose of Private Sector Partnerships Service is to maximise UNHCR’s engagement with the private sector in order to mobilise support and resources for the refugee cause to raise USD1 billion in financial contributions by 2025.

Strategy and Market Development Section provides support to National Offices and National Partners in the development and implementation of fundraising strategies. The Section includes two units; the Strategy & Analysis Unit and the Individual Giving Unit. The incumbent will assist the Individual Giving Unit which supports markets in developing and supporting the implementation of our marketing channels and techniques to acquire new donors (donor acquisition) and creating an effective welcome donor journey in order to engage and connect donors to support our cause (donor development).

This exciting internship is a unique opportunity to gain experience in fundraising programs (Individual Giving) as well as experience working within the UN system.

**Duties and Responsibilities**

We are seeking a motivated, skilled and proactive intern who will ensure timely support on special projects related to Individual Giving programs, both in donor acquisition and donor development. The intern’s work responsibilities will include:

* Provide operational support to Individual Giving retention and acquisition programs (i.e. Between Lives, Mystery Shopping);
* Assist in coordinating and managing the Individual Giving Unit sharing platform;
* Assist in organizing events and providing logistical support to workshops and meetings; and
* Other tasks as assigned to support the work of Individual Giving.

**Minimum qualifications required**

The ideal candidate will:

* Be a recent graduate (completed studies within one year) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; And have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization;
* Have excellent communication skills – Ability to interact professionally with culturally and linguistically diverse staff;
* Have excellent organizational and planning skills with proven ability to set priorities, meet deadlines and multi-task;
* Have attention to detail;
* Be fluent in English. Spanish and French languages are desirable, but not essential; and
* Have basic knowledge of Microsoft Office 365 is desirable but not essential.

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**Others**

It is a full-time role (40 hours per week).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity