**TERMS OF REFERENCE – Fundraising Consultant**

**I. General Information** 

Title: Fundraising Consultant for Eastern Europe Local Networks

Office: Dubai Regional Hub, UN Global Compact. Remote Work

Period: 12 Months

**II. Supervision**

**Name and title of Supervisor:** Regional Manager, Global Operations

**III. Responsibilities and Expected Results**

**The Fundraising Consultant for Eastern Europe Local Networks is responsible for supporting fundraising efforts through institutions and foundations to fund the development and implementation of the programmatic work of Global Compact Local Networks in the Eastern Europe Region**

As a special initiative of the Secretary-General, the United Nations Global Compact is a call to companies everywhere to align their strategies and operations with Ten Principles in the areas of human rights, labour, environment, and anti-corruption, and report annually on their progress. The UN Global Compact operates over 65 Local Networks globally, including 10 Local Networks in the Eastern Europe Region.

In 2021, the UN Global Compact launched a new strategy which focuses on scaling measurable business impact on key global issues, ranging from climate change to human rights, and increasing corporate accountability.  The ambitions of this strategic shift requires a significant increase and diversification of financial resources.

The Fundraising Consultant for Eastern Europe Local Networks will be responsible for working with Local Networks to build capabilities and opportunities for ongoing financial growth.

**Duties and Responsibilities:**

* Carry out donor mapping for the Eastern Europe Region specifically highlighting all opportunities in countries where Local Networks are based
* Identify funding prospects, partners, analyse donor’s interests and develop criteria for prioritisation and work with Local Networks in Eastern Europe to write and submit at least 4 regional proposals including for EU funds
* Review and provide recommendations to each Local Network in Eastern Europe on local grant proposals in development including funding budgets and other related documents amounting to a collective total of 60 days of consultancy support.
* Provide other types of support to Local Networks as necessary including assistance in outreach to donors (i.e. attending online meetings with donors, as well as advising on fund management / reporting) amounting to an additional collective total of 30 days of consultancy support.
* Help Local Networks build capabilities in managing grants through a two-day training on fundraising. This will cover capabilities from setting strategy on targeting the donors, proposal writing, reporting and budget development.

**Reporting:**

* Report to the Regional Manager as well as to the designated Leads from the Eastern Europe RNC
* Coordinate with Fundraising team in NY office to streamline regional fundraising efforts and outreach to funders.

**IV. Expected Results** 

* Donor Mapping for the Eastern Europe region
* Successful submission of at least 4 regional proposals including concept note and full proposal
* Development and delivery of effective training materials with delivery report (participating LNs, content covered, feedback forms) for 2 full day trainings
* Recommendations provided to Local Networks on individual grant proposals
* Donor Meeting Support

**V. Qualifications** 

* Extensive experience in institutional fundraising, building relationships with donors, securing large grants.
* Fundraising expertise in the Eastern Europe region.
* Persuasive and engaging communication skills; demonstrating strong negotiation and persuasion skills focusing on the UN Global Compact donor value proposition
* Strong writing skills: ability to communicate persuasively in writing to craft funding proposals
* Project Management: Self-starter. Solid organizational skills including attention to detail and multitasking skills. Results oriented attitude.
* Proven critical thinking and problem solving skills.
* Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.
* Language skills: Proficiency in English (required).
* Respect for diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

* EDUCATION: A Masters degree in marketing, business administration, management, economics, political science, social science or related field.
* WORK EXPERIENCE: Minimum of five years in philanthropic and institutional fundraising.

APPLICATION

* Candidates are to submit a CV and Cover Letter providing an overview on their fundraising experience in addition to two references that can attest to their fundraising experience
* Applications should be sent on: office@ungc.rs, no later than 15 September 2022