



Job Title and Level:	Fundraising / Visibility Officer (P-3)
Vacancy Announcement No:	5027EE-RE
Deadline for Applications:	10.06.2015
Organizational Unit :	Secretariat of the Trust Fund for Victims
Duty Station :	The Hague
Type of Appointment:	General Temporary Assistance
Post number :	
Minimum Net Annual Salary (Single Rate) (EURO) :	€ 68,661

Contract Duration

General Temporary Assistance until 31 December 2015.

A roster of suitable candidates may be established for this post as a result of this selection process for general temporary assistance posts.

Entry on duty date is to be determined.

Duties & Responsibilities

Under the overall supervision of the Trust Fund for Victims (TFV) Executive Director and in interaction with colleagues at the TFV Secretariat, the incumbent will play a pioneering role in developing and realising fundraising efforts with private donors in selected European markets as well as the USA. Considering the well-developed and highly competitive private sector fundraising markets, the incumbent will be expected to develop long-term fruitful relationships with key prospects across these markets. The incumbent is also expected to deliver fundraising and communications activity designed to meet the TFV's fundraising objectives, and specifically to maximize income from private sector donors. This includes responsibility for leadership giving (principally foundations, but potentially including corporate and major individual donors), donor retention and communications with various partners.

Whilst the focus is on the private sector there are many overlaps with the public sector (principally, States Parties) and the incumbent will be expected to familiarise her/himself with these entities, conduct research on potential donors and develop long-term fruitful relationships with key prospects across key markets, initially in Europe and the United States, and contribute to the continuing development of the TFV's fundraising strategy and ensure strong internal communications and knowledge sharing with her/his colleagues at the TFV.

The incumbent performs the following duties and responsibilities:

Fundraising

- Lead the private sector fundraising programme at TFV, aiming to increase the funds raised for TFV from a variety of private donors;
- Develop and/or maintain cordial relations with relevant foundations and media partners when these are related



to fundraising in order to seek their increased support for TFV;

- Conduct research on potential private donors, mindful of the TFV's network of public donors and inform Programme staff at the TFV Secretariat about the requirements of potential and actual private sector donors;
- In coordination with Programme staff, identify and develop fundraising themes and opportunities for the TFV that both reflect the TFV Strategic Plan 2014-2017 and (likely) donor requirements and preferences;
- Liaise with the focal point within the ICC Registry on potential leads, resulting from donor research or interactions, which may be of interest for Registry programmes;
- Prepare partnership and fundraising proposals, pitch documents and reports to donors as well as other fundraising related materials;
- Maintain and update the TFV's Customer Relationship Management system;
- Promote and develop innovation in fundraising projects;
- Support activities of TFV management and Board to cultivate relationships with donors.

Visibility

- Develop and/or oversee the maintenance, updating and enhancement of all the fundraising communication messages and materials for print and internet-based online outlets;
- In coordination with Programme staff, ensure that communication related to fundraising is harmonised with programme related communications strategies and messages in the field;
- Liaise with the ICC Registry's communications staff on the harmonisation of corporate messaging in the public domain for both institutions.

Manage and Plan

- Develop the annual private sector funding budget and plan in a timely manner, in alignment with this with TFV's broader plans and strategies;
- Ensure annual income targets are achieved and delivered within the agreed annual expenditure budget;
- Engage TFV colleagues and Board members in fundraising initiatives, and encourage them to suggest innovations and improvements;
- Contribute to the development and implementation of the next Strategic Plan for Private Sector Fundraising.

Compliance

- Manage the TFV's Standard Operating Procedure (SOP) for Private Donations for vetting actual and potential donors in line with the TFV Guidelines on private donations;
- Work with colleagues, including the Legal Adviser, to ensure compliance with the relevant regulatory framework of the TFV, Court as well as externally, related to fundraising practice, fundraising licencing and data protection legislation;
- Work with the Executive Director on the establishment of fundraising entities to act as a channel for private sector donations in key markets.

Other

- Perform any other related duties that may be required.

Essential Qualifications

Education:

- Advanced university degree in marketing, fundraising, international relations, journalism, writing, languages,



communications, political/social sciences or related field.

Work experience:

- At least five years of experience (seven years with a first level university degree) with major donor fundraising and corporate fundraising, preferably with an international organisation;
- Demonstrable affinity with the areas of reparative justice, transitional justice and / or humanitarian aid in (post-)conflict situations will be considered an asset;
- A certificate from one of the national fundraising associations such as a Certificate in Fundraising (Institute of Fundraising, UK), or a CFRE qualification would be an advantage. Membership of one of the national fundraising associations would be an advantage.

Knowledge, Skills and Abilities:

- Demonstrable market knowledge of the foundation sector in key markets in Europe (e.g., UK, Germany, Netherlands, Switzerland, Nordic countries) and in the USA;
- Expertise and up-to-date knowledge in fundraising techniques such as customer relationship management, donor cultivation and stewardship;
- Knowledge of current ethics and best practice in fundraising;
- Proven skills in writing and communication;
- Excellent presentation skills;
- Research skills and analytical thinking;
- Good level of computer literacy;
- Strategic planning and vision;
- Innovation and creativity;
- Demonstrated result-oriented approach and a mind-set of being a self-starter;
- Planning and organising, and managing performance;
- Empathy and team building, participation in team work;
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with people of different national and cultural backgrounds, with respect for diversity. Ability to work collaboratively with people at all levels in an organisation.

ICC Core Competencies:

Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems.

Teamwork

- Listens, consults others and communicates proactively;
- Handles disagreements with tact and diplomacy;



- Recognises and rewards the contribution of others.

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

Language Requirements:

Proficiency in one of the working languages of the Court, English or French, is required. Working knowledge of the other is essential. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) would be considered an asset.



General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and all diplomas listed on their profile when requested;
 - Applicants may check the status of vacancies on ICC E-Recruitment web-site;
 - Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;
 - In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
 - Applications from female candidates are particularly encouraged;
 - The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
 - The ICC is willing to apply the 'Inter-Organisation Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances' or 'the Inter-Organisation Mobility Accord' on a reciprocal basis.
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