



Post Title: Fundraising and Institute Advancement Officer
Domain: Institute Advancement Unit
Post Number: 1ITSCPA101TP
Grade: P-3
Organizational Unit: International Centre for Theoretical Physics (ICTP)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Project Appointment
Deadline (midnight, Paris time): **05 JUL 2024 (DEADLINE EXTENDED)**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers.

Under the supervision of the Senior Coordinator (Programmes & Advancement) and in coordination with the Head of Research and the ICTP Director, the incumbent will be responsible for the planning and implementation of a comprehensive fundraising campaign for the Centre and identifying potential new donors. In particular, s/he will perform the following duties:

- Contribute to designing a development plan for the ICTP with the main goal of launching a major fundraising campaign.
- Assist with the implementation of the plan to ensure success of the campaign by developing fundraising tactical plans that can secure the funds.
- Engage with key prospective individual donors and entities for the purpose of investigation of counterpart's interest in ICTP, cultivation of the relationship and involvement, solicitation of support.
- Develop and implement projects to attract funding organizations and identify potential funding opportunities.
- Design training materials and conduct training for ICTP staff to enable them to contribute to and participate in the fundraising activities of the ICTP.
- Maintain in-depth familiarity with the Centre's programmes and act as liaison between programmes and the donor and funding community to facilitate excellent relationships.
- Act as primary liaison to the Advisory Board, prepare meetings of the Advisory Board and follow up on actions arising from those meetings.
- Liaise with the ICTP Public Information Office for profile-raising events.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement

For detailed information please consult the **UNESCO Competency Framework** (https://en.unesco.org/sites/default/files/Competency%20Framework_E.pdf)

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's Degree or equivalent) in natural or social science, communications, management, public or business administration, or other relevant field.

WORK EXPERIENCE

- Minimum of four (4) years of progressively responsible work experience in fundraising, project management, public relations, communications or a related field.
- Professional experience in a nonprofit organization.
- Demonstrated success in a development function (managing and forging relationships with multiple donor sources, successfully soliciting significant donations)
- Experience in building partnerships with private and public funding agencies.
- Proven experience in managing fundraising campaigns.

SKILLS/COMPETENCIES

- Ability to work both independently without close oversight, but also as a team player who will productively engage with colleagues and counterparts at varying levels of seniority within.
- Excellent coordination, organization and planning skills.
- Ability to manage multiple tasks and projects simultaneously.
- Ability to work in a multi-cultural environment.
- Excellent communication skills, both written and oral.
- Ability to influence and engage a wide range of donors.

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

LANGUAGES

- Knowledge of Italian.
- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult [ICSC website](#).

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.