

8/15/11

Measles Initiative External Relations Consultant

Summary of assigned responsibilities: overall responsibility for raising adequate new financing for the global activities of the Measles Initiative; enhancing international visibility and awareness of the Measles Initiative among potential public and private sector funding partners.

Context and Reporting: the position reports to Andrea Gay, [UN Foundation](#) and will be working with Measles Initiative partners

Minimum Qualifications:

Knowledge, Abilities and Skills: Extensive knowledge of the UN system at international, regional and country levels, intergovernmental bodies, public and private sector donor environment, fundraising and advocacy. Demonstrated negotiation skills. Excellent interpersonal and diplomatic skills. Integrity, tact and discretion in dealing with numerous contacts. Strategic planning for short, medium and long term. Writing, editing and oral presentation skills. Ability to conceptualize and oversee large-scale meetings in other countries. Proven ability to work in a team. High level of judgment, responsibility and initiative. Word, Excel, internet and social media literate.

Education: Advanced university degree (i.e. Masters' level) in business administration, public relations, communication, international relations, or related field.

Length and Nature of Practical Experience: Extensive (>8 years) experience and proven success in international fundraising with considerable experience in international relations including in global public health and development. Considerable experience working with and influencing fundraising systems, donor organization and decision-makers at all levels of complexity including in middle-income and developing countries. Considerable experience writing and editing reports and grant proposals. Experience in the development, organization and oversight of large meetings at the international level, including at the Ministerial level.

Language: Excellent knowledge of English. Good working knowledge of French and Spanish an asset.

Duration: the contract will be effective for eight months or until May 1, 2012.

Remuneration : remuneration will be commensurate with skills and experience – this is a consultancy with no benefits

The incumbent is responsible for raising additional resources primarily from new donors to the Measles Initiative and is accountable for the following:

Objective 1: Ensure sufficient new financial resources for Measles Initiative activities through direct negotiations with donor governments, foundations, development banks, the private sector and the public outside of the United States, etc.

- Serve as the focal point for new Measles Initiative resource mobilization activities from identification of potential new donors to securing funding. Incumbent will coordinate with Andrea Gay to ensure messaging is consistent and accurate for new and current donors.
- Serve on the Global Measles Advocacy Team to identify, coordinate and follow-through on fundraising opportunities
- Develop and maintain a tracking system for monitoring and following up on the status of approaches to donors and pledges, to improve donor servicing and prepare forecast of contributions, analyses and trends.
- Create and/or edit donor proposals and reports.
- Oversee development of appropriate materials to support resource mobilization work.
- Liaise with the Measles Initiative advocacy and communications consultant and partners to design and implement strategies, events and identify//produce materials to stimulate financial support.

Objective 2: coordinate the resource mobilization efforts of the Measles Initiative with UN Regional and country offices

- Develop a workplan for coordinated resource mobilization including advocacy for fundraising in Measles Initiative target countries.
- Provide advice to Measles Initiative partner regional and country offices/staff in development and implementation of plans of action for resource mobilization and advocacy in line with the measles epidemiological situation.
- Monitor, analyze and document cross-agency and regional progress towards resource mobilization targets

Applications can be sent to [Andrea Gay](#), Executive Director, Children's Health, [UN Foundation](#).