

Position Name: Foundations, Corporations and Major Donors Fundraising Officer
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Purpose and general characteristics

The Philanthropy and Partnership officer works within the High Value Donors Unit of ActionAid Switzerland (AACH), which reports to the Fundraising and International partnerships, Cluster Citizenship & Programmes Development and Sustainability Department. (S)he reports directly to the Philanthropy and Partnership Director and contributes to the achievement of the unit's income objectives from Foundations, Corporates and Major donors, which are necessary for ActionAid to achieve its mission.

Areas of responsibility:**Organizational Life**

- (S)he will understand and share ActionAid's mission;
- (S)he will contribute, within its competence, to ensure compliance of the activities **with the laws, regulations, procedures and codes of conduct**. Where required, (s)he will participate to the implementation of compliance plans and related adjustments.
- (S)he will contribute to the **definition, implementation, monitoring and evaluation** of the Unit's fundraising strategy;
- (S)he will actively **participate in the team's work**, ensuring adequate synergy between the activities carried out and the Organization;
- (S)he will participate in **meetings and coordination groups** within the Organization, as needed, informing and sharing to/from other teams as required;
- (S)he will promote and implement organizational tracking tools and methods of communication to ensure **an up-to-date, timely and transparent information sharing within the rest of the Organization**, including updating the data base system and production of data necessary for organizational management.

Research and analysis

- (S)he will contribute to the management and regular update of the **Foundations, Companies and Major Donors database**, updating contacts, analyzing interactions already put in place and proposing actions;
- (S)he will **search new contacts** (prospects) potentially interested in fundraising initiatives and will help to identify strategies for each one of them;

Outreach to foundations, corporate, and major donors

- (S)he will introduce and present AA CH through **outreach activities** (telephone, e-mail, face-to-face meetings), especially for prospects in German-speaking Switzerland;
 - (S)he will contribute to the **research and drafting of projects** which are adapted to the targets, respecting the needs and gaps of the various ActionAid entities with which ActionAid Switzerland collaborates;
 - (S)he will contribute, for corporate partnerships, to the **ethical screening** of the identified companies, based on the criteria and following the procedures of ActionAid International;
 - (S)he will contribute to the formulation of written proposals, based on the needs of prospects;
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- (S)he will contribute to the follow-up of contacts and requests;
- (S)he will collaborate with the management of **partnerships with foundations, companies and major donors**, by promoting and implementing activities and products for online and offline fundraising, including for German-speaking donors;
- (S)he will contribute to the **management and planning of the communication plan** for existing donors.

Grant management

- (S)he will contribute to the management of contracts. In collaboration with the program and reporting teams of the relevant countries, (s)he will take care of grant management and **project reporting**, based on the agreements and deadlines set and take care of communication to the donors;
- (S)he will enter relevant grant management data in the Organization's **IT systems**;

Communication

- (S)he will deal with the adaptation of agreed **contents for the institutional website of AACH** and those of specific relevance to the Unit, in particular for the German-speaking cantons;
- He /she will draft texts related to the **foundation, corporate and major donor sector**, for the organizational newsletters, in particular for the German speaking cantons.

Qualifications required

Experience and knowledge:

- Swiss resident or Swiss work permit holder
- Multi-year experience in fundraising in a similar position, with proven track record; experience in corporate fundraising in Switzerland an advantage;
- Languages: German native language (ideally Swiss German); excellent knowledge of written English (Level C1); good knowledge of another national language (French, Italian) is an asset;
- Background in project management and field experience an advantage;
- Studies: Diploma in fundraising or marketing, equivalent experience;
- Excellent knowledge of various programs: Word, Excel, Power point, Outlook and other similar ones;
- Excellent knowledge of administration and data management;
- Good knowledge of social media (Facebook, LinkedIn Twitter, Instagram...).

Personal qualities

- Ability to work remotely and to organize work independently.
- People person, listener and problem solver;
- Attitude for networking;
- Good ability to present oneself and the organisation;
- Ability to integrate into a complex international organization, with multilayered decision-making levels;
- Expansive, enthusiastic, flexible, creative and positive attitude.

Refers to:

Philanthropy and Partnership Director