

Vacancy: Fundraising Officer



Commencement: As soon as possible

Hours: 80% with possibility of increase to 100% subject to funding

Based: New York or Geneva, preferably New York

Reports to: Director of development

Applications close: 17 November 2017

About ISHR

Established in 1984, ISHR is a leading non-governmental organisation with offices in Geneva and New York. ISHR works to support human rights defenders, strengthen human rights laws and systems, and build and coordinate human rights coalitions.

Key responsibilities

- Support the implementation of ISHR's fundraising strategy, with a view to both consolidate and expand the donor base, to diversify sources of funding and secure un-earmarked funding.
- Maintain and develop regular and quality contacts with existing and prospective ISHR donors.
- Initiate and contribute to the design of projects and the preparation and submission of concept notes, proposals and budgets in a timely manner.
- Contribute to the efficient and effective management and monitoring of grants, and compliance with grant conditions, including the preparation and submission of financial and narrative reports, in coordination with programme managers and the finance department.
- In coordination with the communications department, support individual fundraising campaigns, and support the implementation of major and/or monthly gift strategies.
- In coordination with the communications department, contribute to the dissemination of ISHR's achievements, notably towards an audience of existing and potential donors.
- In coordination with ISHR focal points on business and human rights, explore and develop partnerships with the private sector, including through the provision of financial, pro bono, or in-kind support.
- All such other things as may be reasonably requested from time to time or as may be necessary to the functioning of a lean, dynamic, flexible and efficient NGO.

Qualifications and experience

It is highly desirable that the successful applicant has or can demonstrate:

- A minimum of three (3) years' work experience in fundraising or a similar field;
- Excellent verbal and written communication skills in English; additional languages such as Spanish, French or German a plus;
- Excellent organisational skills and attention to detail;
- Ability to represent ISHR and interact with a variety of donors, including government officials;
- Excellent interpersonal skills, with the ability to work independently as well as part of a multi-cultural team;

- Experience with non-profit organisations;
- University degree in a relevant discipline (or an equivalent combination of education and experience); and
- A strong commitment to, and passion for, the principles and practice of human rights.

Equal opportunity

ISHR is an equal opportunity employer and actively seeks a diverse pool of applicants. For candidates outside Switzerland or the US, ISHR may be able to assist prospective employees with obtaining the necessary visas and work permits.

Salary

ISHR seeks exceptional applicants and offers competitive salaries and benefits. A salary in the order of \$4'400-5'200 per month (depending on experience and skills) is envisaged for an 80% position.

Applications

Please submit your full application using the link below and uploading a motivation letter and an updated CV here: <http://www.ishr.ch/FundraisingOfficer>

Note the following:

- On the online application form, the field “location” refers to the location where you would like to work if selected for this position. Please select one between Geneva, New York or Any.
- Please indicate clearly your availability in the motivation letter.
- All fields must be filled.
- Incomplete applications will not be considered.
- Note that only short-listed candidates will be contacted.
- For any query on this position please e-mail Vincent Ploton at v.ploton@ishr.ch

The deadline for applications is 17 November 2017 at 23h59 Geneva time.