



Job Description

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake other relevant duties as may be assigned to you by ActionAid. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	High Value Fundraising Manager
Contract type	Permanent
Starting date	As soon as possible
Reporting to	General Manager, ActionAid Switzerland
Percentage work time	80-100 percent
Direct reports	None

Context

Are you passionate about making a real difference?

ActionAid is a leading international charity working in over 45 countries. We work with the poorest women and children in the world, changing their lives for good. Our local staff provide immediate, hands-on support to women and children living on the margins of survival. Together we demand action at the local, national and international level. We strive to achieve lasting change.

In Switzerland, our primary role is to mobilize financial resources for the organization as a whole, to strengthen ActionAid's ability to carry out its global mission. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

To work at a strategic and operational level to identify potential new donors and secure significant funding, especially from Swiss foundations and high net worth individuals (HNWIs). This will enable ActionAid Switzerland to generate the financial resources necessary to increase income for programme activities undertaken by ActionAid and its international partners throughout the world.

Key tasks and responsibilities

Donor engagement: identify and contact potential donors and partners in Switzerland:

- In cooperation with the General Manager of ActionAid Switzerland, formulate and implement a fundraising strategy focused on foundations and HNWIs in Switzerland.
- Undertake research, initiate contacts and act on opportunities to strategically engage and enhance ActionAid Switzerland's relationship with Swiss-based donors.
- Report on a monthly basis on the status of all donor engagements and upcoming plans.
- Raise the profile of ActionAid's work and leverage influence and funding from partners in Switzerland.
- Meet with potential partners, and attend relevant conferences in Switzerland.
- Draft expressions of interest, concept notes, proposals and presentations, to be submitted to potential donors.

- Prepare reports for donors according to the grant agreements, and ensure that such reports meet all donor requirements and are submitted on time. Undertake other contract management activities as appropriate.

Networking internally and externally:

- Engage with private sector, foundation and NGO networks, through participation in conferences, working groups and other forums.
- Liaise with key staff within the ActionAid Global Secretariat and country offices, to obtain draft reports and other information to be submitted to donors in Switzerland. Revise the reports as necessary, to guarantee they are top quality and meet all donor requirements.
- Support to ActionAid country offices (recipients of grants from Swiss-based donors) for project implementation monitoring and reporting.
- Grant management: Ensure compliance with reporting requirements of all Swiss donors.

Experience, skills and capabilities

Knowledge and experience

Essential

- At least 5 years' experience in fundraising from Swiss-based foundations and HNWI, formulating and implementing successful programme funding strategies, as well as experience establishing and maintaining strong relationships with donors that have delivered substantial income against targets.
- An established network of potential high value donors in Switzerland, particularly among foundations and HNWI, and a track record of securing funding from Swiss donors.
- Proven ability in project management, financial planning, and proposal development.
- Strong commitment to ActionAid's mission, vision and values.

Desirable

- Experience preparing high quality technical (narrative) and financial reports for institutional donors (governments, foundations, corporates, etc.).
- Experience managing international development programmes in any of the following geographic regions: Africa, Asia, Latin America and the Caribbean.
- Good understanding of international development issues, including women's rights, education, food security, governance and humanitarian assistance.
- Experience living and working in the developing world.

Skills and capabilities

Essential

- Swiss resident, with a deep understanding and experience of Switzerland's business environment, language and culture.
- Strong communication, negotiation and presentation skills.
- Ability to interpret and analyse complex information from a range of sources and present to a donor in a detailed and accurate way.
- The ability to analyse financial information, prepare budgets and monitor costs.
- Ability to think and work proactively, creatively and strategically under pressure.
- Ability to work well in a team and independently, and to establish excellent professional relationships with colleagues from different functions and cultures.
- Confident and proficient in the use of MS Office.
- Fluency in spoken and written English and German required, as well as good working knowledge of French.