



Switzerland for UNHCR hires a Major Donor Manager

Contract Type: Permanent and full-time position

Place of work: Geneva – Zurich – Other location to be considered

Starting date: As soon as possible

About Switzerland for UNHCR, the Swiss Foundation for UNHCR

UNHCR, the United Nations Refugee Agency, is a global organization dedicated to saving lives, protecting the rights of refugees and building a better future for the millions of people forced to flee their homes.

Since 1950, UNHCR has responded to multiple crises on different continents and has provided vital assistance to refugees, asylum-seekers, internally displaced and stateless people, many of whom have nowhere else to turn. Its work was aimed at ensuring their rights, protection and assistance, preserving their dignity and well-being.

The Swiss Foundation for UNHCR, Switzerland for UNHCR (CH4U), is the UN Refugee Agency's national partner for Switzerland. We support UNHCR's mission by mobilizing essential resources and raising awareness on behalf of those who are forced to flee.

To allow UNHCR to protect forcibly displaced populations, the Foundation needs the support of the Swiss people. Every Franc donated is spent in a responsible and transparent manner, and donations are tax exempt.

Switzerland for UNHCR also carries out awareness and advocacy initiatives to draw the general public's attention to the challenges faced by people forced to flee around the world, and to what UNHCR does to protect them.

The Foundation is currently looking for a Major Donor Manager to contribute to the strategic and operational Private Philanthropy Resource Mobilization in Switzerland with a particular focus on High Net Worth Individuals (HNWI), foundations and corporates in the French and German-speaking regions of Switzerland.

ROLE

The selected candidate will contribute to further develop and expand fundraising and marketing activities of the organisation, drive the strategy implementation, undertake prospect research and maintain the prospect pipeline. This key position is key in bridging the gap between Individual Giving (IG) and Private Philanthropy (PPH) by focusing on CHF 10'000 to CHF 100'000 per year donors.

Working in close coordination with the rest of the Private Philanthropy Team, the Major Donor Manager will identify and connect with high net worth individuals, corporations and

trusts/foundations in the French and German-speaking parts of Switzerland. He/she will cultivate and manage the relationships with prospects and donors and help secure soft- or unearmarked income for UNHCR programs through the Swiss Foundation.

The candidate will also be key to increase and secure new donations and help scaling up Major Donors towards Private Philanthropy giving. This work will be delivered under the supervision of the Head of Strategic Partnerships.

MAIN RESPONSIBILITIES

Scope of assignment

The Major Donor Manager will take the following responsibilities:

- Secure donations from major donors with focus on HNWIs, Corporates and Foundations in both French and German-speaking Switzerland, including English-speaking donors
- Develop proposals and pitches for reactivating lapsed donors or renewing existing donors, as well as for acquiring new donors
- Research new prospects, deliver best practice cultivation to prospects and partners to ensure we are achieving joint objectives and that relationships are well developed
- Liaise with the Individual Giving Unit to identify and cultivate potential Major Donors and to coordinate transversal campaigns and other relevant projects
- Solicit and ask for donations through a relevant, respectful and coordinated approach and proactively develop new opportunities for UNHCR in Switzerland
- Ensure the proper recognition of donors and guarantee relevant stewardship and reporting (both to donors, prospects, and internally)
- Participate to the establishment, the drive forward, the monitoring and evaluation of Switzerland for UNHCR's fundraising strategy
- Ensure an appropriate strategic and tactical response to prospects in the event of humanitarian emergencies
- Work within UNHCR's due diligence screening policy and processes for Private Sector Partnerships
- Provide in all circumstances a positive and professional image of Switzerland for UNHCR to donors and prospects

PROFILE

We are seeking a dynamic and proactive team player, with a strong interest in a strong nonprofit brand and refugee issues with good project management experience and wide network that will be able to consolidate and further develop the current Swiss donors' portfolio of the Foundation with a particular focus on the French and German-speaking regions of Switzerland.

The ideal candidate is a passionate, professional, results-oriented individual with private sector fundraising experience relevant to the function. Experience with an international NGO or humanitarian organization would be an asset.

Key competencies

- 7 - 8 years' relevant experience including several at similar level
- Experience and understanding of the humanitarian, development and sustainability sectors
- Graduate or post graduate degree
- Very strong ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Very clear and systematic thinking that demonstrates strong judgment and problem-solving competencies
- Creative and analytical thinker with strong problem-solving skills
- Very well organized and structured with high attention to details, accuracy and results oriented
- Very strong ability to manage large size projects with delegated budget management
- Excellent written and oral communication and interpersonal skills in a fast-paced multi-cultural and multilingual environment
- Very good capacity to work autonomously as well as a team player
- Very strong ability to interact with internal and external stakeholders with very strong negotiation and advocacy skills
- Comfortable at participating in the exploration of new areas of activities, challenging ideas and projects
- Very good capacity to use natural leadership to motivate and create partnerships with various stakeholders
- Knowledge, interest and a strong commitment for the work and mission of UNHCR and the refugee cause
- Excellent command of French, German, English and Italian is considered an asset
- Excellent computer skills and knowledge of MS Office applications
- Solid network and knowledge of the private, the not-for profit sector, as well as the corporate and philanthropic sectors both in Switzerland, Liechtenstein and globally
- A track record of negotiating and securing six or seven figure cash donations from foundations, corporations and/or High Net Worth Individuals
- 10+ years of experience in building solid partnerships with wealthy philanthropists, corporations, foundations and other potential donors
- Good knowledge of the Swiss fundraising environment, regulatory framework and market trends
- Ability to explain complex issues to external stakeholders and present the organization and diverse operations in an appealing and concise manner

Interested candidates can send their cover letter and CV to the Swiss Foundation by email to hr@unrefugees.ch, until 26.08.2024, mentioning the reference: Major Donor Manager.

Only selected candidates will be contacted. The Foundation is an equal opportunity employer and proud to make diversity a strength.