

# FULL-TIME JOB VACANCY ASSOCIATE DIRECTOR

Development and Outreach Department  
Zurich Office

Deadline: January 31, 2025

HUMAN  
RIGHTS  
WATCH

HRW.org

The Development and Outreach Department of Human Rights Watch (HRW) is seeking applicants for the position of Associate Director to focus on fundraising and outreach events and initiatives in the Zurich office. This full-time position will be based in Zurich and will report to the Director, Development and Outreach Department in Zurich.

The Associate Director will mobilize support from donors and prospects in Zurich and broader German speaking Switzerland, including the Zurich Committee – a network of close supporters, and will be charged with nurturing, stewarding, and growing HRW's donor base and presence in close collaboration with the Zurich based Development staff.

The successful candidate will be expected to work from the Zurich office at least two days per week.

## Responsibilities:

1. Build financial support for the organization by supporting the design and management of the Zurich development and outreach strategy, in close collaboration with the Zurich Development Director;
2. Collaborate with the Zurich team to expand support for the organization by researching, identifying, cultivating, and soliciting philanthropic commitments from current supporters and prospective donors, including individuals, foundations, and corporations, with a focus on major donors, as well as institutional donors.
3. Manage the Zurich Committee, and support the Zurich Director in steering the group's efforts in line with fundraising, outreach, and cultivation initiatives; help develop a diverse, equitable and inclusive committee and keep the members engaged through regular meetings, communication, and specific missions;
4. Take the lead in developing and organizing fundraising and selected outreach events, including the biannual "Voices for Justice" fundraising event;
5. Work with the Zurich Development Director to build, cultivate, steward, and solicit new philanthropic networks and support outside of Zurich in other parts of German and potentially Italian speaking Switzerland;
6. Present the work of HRW to existing and prospective supporters;
7. In collaboration with the Zurich Development team, help to build and expand the Zurich human rights community by managing the production of fundraising, outreach, and cultivation events, including HRW's annual benefit dinner, researcher briefings, privately hosted dinners, panel discussions, and community outreach engagements;
8. Identify new outreach opportunities for the Zurich Committee and community and form relationships with partner organizations;
9. Oversee gift processing and donor support services for Zurich in Salesforce; regularly monitor the budget;

10. Deliver output in a timely manner and be consistent with the agreed strategy and priorities of the Development and Outreach department;
11. Model inclusive behavior and consistently adhere to HRW's internal values;
12. Incorporate diversity, equity, and inclusion values into the division's work;
13. Work with staff to develop initiatives aimed at movement-building and expanding our partnership with diverse clients, donors, stakeholders, and partners; and
14. Perform other responsibilities as may be required.

**Qualifications:**

**Education:** A bachelor's degree or equivalent experience in international relations, journalism, law, social sciences, communications/marketing, or related studies is required. An advanced degree in philanthropy, business, finance, communications/marketing, or law is desirable but not required - we encourage candidates with the requested fundraising experience to apply even if they do not have an advanced degree.

**Experience:** A minimum of five to seven years of fundraising experience in Switzerland with major and ideally leadership donors and management experience is required.

**Related Skills and Knowledge:**

1. Excellent oral and written communication skills in German (and preferably Swiss German) and English are required, proficiency in Italian is a plus.
2. Good knowledge and experience with the Swiss philanthropic community, including foundations, is required.
3. Demonstrated commitment to human rights and/or international issues and the capacity to master and represent the mission and programs of HRW is required
4. Ability to multi-task effectively, including having good planning and organizing skills and ability to work well under pressure are required.
5. Strong interpersonal skills to work collaboratively within HRW as well as with committee members, donors and external partners are required. Track record of effective team-work is highly desirable.
6. Creativity, initiative, follow-through, and excellent organizational skills are required.
7. Experience working within international contexts is highly desirable.
8. Strong technology skills, including experience with donor databases (preferably Salesforce) are highly desirable.

**Salary and Benefits:** HRW seeks exceptional applicants and offers competitive compensation and employer-paid benefits including medical, dental, vision, disability and life insurance. HRW offers a relocation assistance package and will assist employees in obtaining necessary work authorization, if required; people of all nationalities are encouraged to apply.

**How to Apply:** Please apply by January 31, 2025, by visiting our online job portal at [careers.hrw.org](https://careers.hrw.org) and attaching a cover letter and resume, preferably in PDF format. No calls or email inquiries, please. Only complete applications will be reviewed, and only shortlisted candidates will be contacted.

If you are experiencing technical difficulties with your application submission or require a disability related accommodation, please email [recruitment@hrw.org](mailto:recruitment@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go

unanswered.

***Human Rights Watch is strong because it is diverse.*** We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Human Rights Watch does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity. Our employees include people who are parents and nonparents, the self-taught and university educated, and from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch is an equal opportunity employer.

***Human Rights Watch*** is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.