

Projects and Resource Mobilization Manager (100%)

Suyana Foundation is a private non-profit, politically independent and denominationally neutral organization established in 2003 in Switzerland. Our vision is to empower people and rural communities sustainably. In Bolivia and Peru, we achieve this through implementing our own integrative programme. In Switzerland, as well as in other focus countries, we cooperate with partners for specific projects. Our newest collaboration, in line with Suyana's expansion, is situated in Eastern Africa.

To expand our project work and to strengthen our resource mobilization and partnerships efforts, we are seeking a dynamic and experienced professional to join our team immediately. Reporting to the Head of Partnerships, you will lead and contribute to our international and national projects and actively contribute to building meaningful partnerships and mobilizing new resources for them. The ideal candidate is passionate about project management and networking, possesses a charismatic personality, and excels at building long-lasting partnerships with a focus on financial growth. This position is based at our headquarters in the center of Zug, Switzerland.

General roles and responsibilities:

Project Management (50%)

- Plan, implement, manage and supervise new or existing national and/or international projects
- Independent and thorough project administration: revise, prepare and update project documentation, reports and budgets, monitoring and financial controlling of projects
- Monitor and evaluate projects together with our local teams and the partner organizations in the countries we are active in
- Establish and strengthen relationships to current and new partner organisations and project communities

Resource Mobilisation and Partnerships (50%)

- Develop and cultivate new donor and funding sources (foundations, corporates, major donors), build new cases for support and innovative partnership models for the assigned projects
- Maintain and strengthen the network of existing donors and partners; represent Suyana at events and stakeholder platforms for the assigned projects and geographic area
- Write and submit tailored project and support applications for funding and partnerships
- Manage administration and communication, CRM data management and interpret data insights for projects
- Collaborate on marketing + communication activities for stakeholders and strategic partners

Skills & qualifications:

- Higher education degree in a relevant field or equivalent education in international development, social sciences, business administration
- Minimum of 3-year experience in project management, research methodologies and experience in fundraising/communication within an NGO
- Strategic and analytical thinking with strong social and communication skills
- Experience in project management in African and/or South American countries and/or educational projects worldwide
- Knowledge of the Swiss donation landscape with an established network is a plus
- Identification with Suyana's values and its mission, positive attitude, solution-oriented thinking, independent working and team player mentality
- Proficiency in German (Swiss German - native speaker), English (min. C1), and Spanish (min. C1)
- Strong IT skills, including MS 365 and CRM systems
- Swiss/EU passport or Swiss work permit; willingness to travel nationally and internationally

What we offer:

- Meaningful, international work in a passionate and dynamic team
- Higher degree of autonomy with opportunities for professional development
- Fast decision-making processes and open communication culture
- Modern workplace located next to the Zug railway station

In an exciting development phase, we offer a space for your own ideas. An open atmosphere for discussions, a high level of responsibility and attractive compensation are essential elements of our culture. You can expect a highly motivated, young team of experts from various fields and a position with long-term development potential.

Join our mission in empowering people and communities sustainably and become part of our social vision! We look forward to receiving your complete application (CV, cover letter, certificates) in English by email to hr-schweiz@suyana.ch. For questions regarding this position, please contact thomas.foerst@suyana.ch.