

## Resource Mobilization and Partnerships 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 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 contribute to building meaningful partnerships and mobilizing new resources for our international and national projects. The ideal candidate is passionate about networking and persuasion, 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 centre of Zug, Switzerland.

### General roles and responsibilities:

- Develop and cultivate new donor and funding sources (foundations, corporates, major donors) and build new cases for support and innovative partnership models
- Maintain and strengthen the network of existing donors and partners; represent Suyana at events and stakeholder platforms
- Develop and submit tailored project applications for funding and partnerships in collaboration with project managers and potential funding partners
- Manage donation administration, reporting and communication, CRM data management and interpreting data insights
- CRM – propose and implement improvements
- Coordinate with project managers/teams/partners to gather information for project reports, fundraising and communication with donors
- Collaborate on communication and reporting activities for stakeholders and strategic partners as well as marketing department

### Skills and qualifications:

- Higher education degree in a relevant field and/or specialized training in fundraising
- 3-5 years of experience in fundraising/communication within an NGO; in-depth knowledge of the Swiss donation landscape with an established network
- Alignment with Suyana's values and mission
- Proficiency in German (Swiss German - native speaker), English (min. C1), and Spanish (min. B1)
- Strong IT skills, including MS 365 and CRM systems
- Strategic and analytical thinking with strong social and communication skills
- Positive attitude, solution-oriented thinking, independent working and team player mentality
- 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, 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](mailto:hr-schweiz@suyana.ch).

For questions regarding this position, please contact [thomas.foerst@suyana.ch](mailto:thomas.foerst@suyana.ch).