



**Wikimedia CH** is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement. It promotes free knowledge, in particular through the Wikipedia encyclopedia and other associated projects. As a grassroots organization, it currently employs eight people (not full-time) and works with a community of members and volunteers. In order to fill a vacancy from May or June 2020 onwards, we are currently recruiting a:

## **Fundraising and Grant Manager (80-100%)**

### YOUR RESPONSIBILITIES

#### **General Responsibilities:**

- Developing relationships and collaborating with key institutional stakeholders.
- Maintaining proficient knowledge amongst stakeholders of WMCH's structure, history and programmes.
- Identifying and understanding the financial and budgetary requirements of WMCH
- Meeting the annual, monetary targets for the Association
- Developing a general fundraising and donor strategy for the Association as well as an annual institutional grants strategy and calendar for proposals to funding institutions
- Interfacing and communicating with individuals at all levels of WMCH as well as colleagues from other countries
- Maintain and regularly update the donor database and analyse its contents to target fundraising actions and measures

#### **E-marketing responsibilities:**

- Manage, implement and evaluate online campaigns according to the strategy
- Keep abreast of the latest developments in the field of e-fundraising and implement best practices for the Association
- Draft appropriate messages for the available online channels in multiple languages

#### **Fundraising related responsibilities**

- Responsible for researching grant opportunities at appropriate institutions as well as identifying, and going after other opportunities of funding
- Autonomously conduct prospect research to identify, cultivate and solicit new grants and opportunities
- Research current donor background and follow-up with already existing donors and opportunities
- Developing, writing and submitting effective grant proposals and grant reports based on the WMCH's requirements
- Coordinate and follow-up on the progress of submitted proposals; propose adequate follow-up measures

- Preparing and furnishing prospective funders with supporting documents in close collaboration with Communications
- Writing diverse fundraising messages for different audiences and channels
- Drafting supporting collaterals and documents such as letters, texts, case studies etc. in close collaboration with Communications
- Corresponding with donors through diverse channels
- Managing external providers (graphic designers, translators, printers etc.)

## YOUR PROFILE

### **Mandatory Job-related skills/competencies:**

- Fluent in (Swiss) German (at least C1), English (at least C1) and French (at least C1); nice to have: Italian (B1/B2)
- Availability for regular travel within Switzerland
- Strong grant writing skills in the relevant languages (clarity, focussed, expression, results-oriented), 2 years +
- Strong desktop research and customer relationship management
- Strong experience (4 years minimum) in fundraising/campaigning, marketing (all channels) for the non-profit sector or international organisations
- Multicultural and virtual experience (knowledge of the NGO sector is an advantage)
- Knowledge of standard communication and Office tools and measures (online and offline)
- Proven experience in planning and executing
- Ability to understand project requirements, and the overall activities of WMCH
- Proven ability to work in a virtual environment in an autonomous manner
- Knowledge of CRM management (Salesforce, Raisenow would be an advantage) as well as relevant software programmes
- Proficient with measuring and reaching income goals; facility with budgets and reporting
- Excellent knowledge of fundraising information sources
- Experience in handling confidential matters with discretion
- Ability to meet deadlines

### **People skills/competencies:**

- Strong intercultural competence and a “can do” attitude
- Self-starter with an excellent capacity to organise him/herself
- Self-driven, pro-active, and results-oriented
- A “thick skin” and effective conflict management skills
- The capacity to work effectively in a virtual team, excellent communication skills
- Willing to take on responsibility and to work on flexible schedules
- Flexibility and willingness to learn and to evolve
- Strong online collaboration skills
- Excellent understanding of technology (IT, wiki, CRM)

- Excellent interpersonal and written communication skills
- Excellent relation management and building skills
- An understanding of free knowledge with a strong commitment to this value

### **Contract details:**

- **June 2020** or later
- General availability on Monday mornings for staff calls
- We offer a position in a modern not-for-profit setting, inside a high-profile association with interesting and varied tasks and the possibility of development. Being a **virtual organisation** without a physical office, the candidate will be **home-based**, frequently travelling across Switzerland. Any location in Switzerland would be possible.
- Starting salary competitive with early career NGO standards.
- The contract is ideally foreseen for 100% (80-90% is possible as well)
- The contract is initially limited to one year with a possibility of extension depending on results
- The position is directly responsible to the CEO, but will include collaboration with other Managers, stakeholders and functions

### **Applications:**

Closing date for applications is set to **May 12, 2020** and applications should be addressed electronically to **jenny.ebermann@wikimedia.ch** including your CV and a cover letter. Please **do not** attach certificates or indicate references at this point!

**Please only apply if you write/speak the required languages at least at C1 level!**