

## **WIKIMEDIA CH is searching for a Public Affairs Consultant**

Wikimedia CH is a nonprofit association, serving as the Swiss chapter of the global Wikimedia Movement. Our mission is to unite individuals in the pursuit of disseminating free knowledge to foster an informed and inclusive society, with a particular focus on advancing the Wikipedia encyclopedia and affiliated projects. As an organisation, we operate collaboratively and transparently, advocating for the interests of our diverse multilingual communities across Switzerland.

To advance our Public Affairs initiatives, Wikimedia CH is seeking an adept and dynamic **consultant** with a strong background in the public affairs sector, particularly within the digital realm in Switzerland, and possessing a comprehensive understanding of relevant stakeholders. This consultant will be tasked with surveying the landscape, preparing, and crafting a grant application related to our Public Affairs endeavors.

*The scope of the mandate encompasses:*

- Conducting a comprehensive needs analysis among relevant stakeholders in Switzerland to identify pertinent topics for inclusion in the grant application, such as potential actions Wikimedia CH could undertake in the public affairs domain.
- Engaging in dialogue and collaboration with internal stakeholders within the Wikimedia Movement, specifically those involved in Public Affairs, to align the findings of the needs analysis with the broader goals and scope of the Movement.
- Identifying and engaging potential partners within Switzerland who may be interested in collaborating on the grant application.
- Developing and drafting the grant application in accordance with the requirements and guidelines of the funding organisation.
- Providing guidance and support to Wikimedia CH throughout the submission process, including facilitating meetings with the grant-giving foundation.
- Potentially, in the future, assisting Wikimedia CH in formulating a strategic plan pertaining to public affairs and government relations within Switzerland.

*Skills and competencies sought after:*

1. **Expertise in Public Affairs:** A thorough understanding of public affairs principles and practices in Switzerland, particularly within the digital domain.
2. **Grant Writing:** Strong writing skills and experience in crafting compelling grant applications tailored to the requirements of funding organisations.
3. **Stakeholder Engagement:** Ability to effectively engage and collaborate with diverse stakeholders, including government agencies, nonprofits, and community groups.
4. **Strategic Thinking:** Capacity to think strategically and develop initiatives aligned with Wikimedia CH's mission and objectives in public affairs.
5. **Research and Analysis:** Proficiency in conducting comprehensive needs assessments and environmental scans to identify relevant issues, opportunities, and potential partners.

6. **Cultural Competence:** Sensitivity to cultural nuances and the ability to navigate cross-cultural interactions effectively in Switzerland's multilingual context.

*Timeframe and Remuneration:*

Start date: ASAP for submission in June 2024

Fee to be discussed