

Job description

Fundraising Specialist – Philanthropy – 80% to 100%

Grade IV

Department/unit: Support

Location: Hybrid - based in Switzerland

Mission:

Reporting to the Support and Institutional Development Director, the person hired as Fundraising Specialist – Philanthropy for German-speaking Switzerland, contributes to developing Fondation Hironnelle's presence, visibility and private funding in German-speaking Switzerland. They identify, approach and develop relationships with private foundations, major private donors, companies and philanthropic networks based or active in this region, in line with the Foundation's mission and priorities. At the crossroads of operations, communications and finance, they adapt the way the Foundation's expertise and impact are presented to the expectations, practices and sensitivities of German-speaking stakeholders.

Relationships:

Line manager: Support and Institutional Development Director

Internal relationships: Executive Committee (CODIR), Fundraising Specialists - Philanthropy, Programme Managers, Financial Controllers, Communications, Research, teams involved in funded projects

External relationships: Private foundations, major private donors, companies, private partners, fundraising-related networks

Main responsibilities:

- Contribute to the development and consolidation of the Foundation's private funding, with a focus on the German-speaking Swiss market.
- Lead the monitoring, identification, qualification and prioritisation of funding opportunities with private foundations, major private donors, companies and philanthropic networks in Swiss-German region.
- Prepare funding proposals and budgets, and coordinate the submission of applications, in liaison with operations, finance and communications teams.
- Ensure follow-up of approaches and partner relationships, the quality of narrative and financial reporting, as well as compliance with commitments made to private partners in German-speaking Switzerland.
- Adapt messages, materials and proposals to the practices, expectations and sensitivities of German-speaking stakeholders.
- Contribute to the private funding strategy, to the improvement of fundraising practices and to updating data in the CRM.
- Support, as needed, fundraising initiatives aimed at the general public and cross-cutting projects related to institutional development, in collaboration with the other Fundraising Specialists - Philanthropy.

Expected technical skills:

Technical and operational

- Strong command of drafting proposals, concept notes and reports for private donors.
- Good knowledge of the private philanthropic sector in German-speaking Switzerland, including its criteria, networks and expectations.
- Ability to analyse partner priorities and adapt projects, narratives and budgets accordingly.
- Very good command of German and of French or English, both spoken and written.

Relational and strategic

- Excellent oral and written communication skills, with the ability to adapt messages to a range of stakeholders.
- Strong sense of diplomacy, confidentiality and institutional representation.
- Ability to build, negotiate and maintain relationships of trust with private partners.
- Analytical skills to formulate recommendations and contribute to the fundraising – philanthropy strategy.

Organisational

- Rigorous management of priorities, deadlines, milestones and contractual commitments.
- Proficiency in monitoring tools, dashboards and CRM systems related to fundraising.
- Ability to ensure structured follow-up of proposals, reports, indicators and fundraising data.
- Monitoring of good practices and developments in private funding.

Expected behaviours (grade summary):

For a Grade IV position, the person organises exchanges with a range of stakeholders, structures information and handles sensitive communications with professionalism. They assume responsibility for the quality, compliance and deadlines of their area, anticipate risks and propose solutions in the event of deviations. They facilitate cooperation between teams, plan their work in line with strategic objectives and represent the Foundation ethically in exchanges with partners. See Appendix 1.

External communication

Is not authorised to speak externally, unless expressly authorised by the Foundation's General Direction.

Signature and spending limit

In accordance with the internal regulations in force.

Appendix 1 - Full list of expected behaviours (Grade IV)

Competency	Expected behaviours Grade IV
Communication	Organises and facilitates exchanges with a range of stakeholders and demonstrates active listening. Reformulates, summarises and structures information in an accessible way. Handles sensitive or complex communications with professionalism. Operates confidently in complex cultural dynamics. Supports other colleagues in improving their communication. Contributes to the consistency of messages within their department or project.
Individual responsibility	Assumes responsibility for the quality, compliance and deadlines of their area of work. Provides solutions in the event of deviations or dysfunctions. Encourages individual responsibility around them. Acts as a model of professional reliability.
Ethics	Acts as a reference for honesty, fairness and transparency within their department or project. Acts with integrity even in sensitive contexts. Supports colleagues in making ethical decisions. Raises awareness or trains other team members on ethical issues.
Collaboration	Creates a cooperative and supportive work environment. Manages conflicts or tensions calmly and constructively. Facilitates cooperation between different teams or departments. Acts as a relay to restore a positive team climate when needed.
Planning	Coordinates the planning of a project or process in line with strategic objectives. Adjusts priorities and resources according to unforeseen events. Improves productivity by applying basic organisational systems and techniques. Supports the people under their responsibility in organising or prioritising their work. Ensures rigorous follow-up of key project milestones, anticipates schedule-related risks and implements solutions.
Initiative, reflection and solutions	Encourages a culture of critical thinking and solution-seeking. Leads the resolution of a technical, organisational or relational problem. Develops an overall solution to the problem, integrating various scenarios and their consequences. Deepens the analysis of problems and develops innovative solutions, including to complex problems. Stimulates initiative among the people under their responsibility.
Learning	Keeps informed of developments in their field. Undertakes autonomous and targeted learning. Fosters an environment conducive to learning within their team or area. Seeks feedback and gives constructive feedback for development purposes. Contributes to the development of training modules or tools. Anticipates changes and leads change management projects.
Results and quality orientation	Monitors and analyses the results of their department or activity. Balances rigour, deadlines and the usefulness of deliverables. Integrates the pursuit of impact into their objectives. Identifies needs and ensures that the actions carried out meet the intended needs. Encourages the people under their responsibility to aim for measurable quality.