



Institute for
Peace and
Dialogue

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Basel, Switzerland

Fundraising Manager - Open Job Position

Job Title: Fundraising Manager

Job Place: Institute for Peace and Dialogue (IPD)

Location: Basel, Switzerland

Contract Type: Unlimited, 50 - 100%

Job Summary

The Fundraising Manager is responsible for marketing of IPD projects, developing and implementing long term fundraising strategies for IPD to finance its projects and activities.

Key Responsibilities

- Preparation and dispatch strong project proposals, requested documents and letters due to the requirements of Donors & Sponsors
- Research and follow up Calls & Deadlines of Donors, Sponsors & Grant Opportunities
- Preparation, managing and updating of accurate Annual Lists of Potential Donors, Corporate Partners & Sponsors
- Preparation Strategic Plan, Fundraising Campaign, Projects Presentations, Success Stories and Events to reach and attract potential Donors & Sponsors
- Promotion and marketing IPD projects, events and activities through using social media & personal networking
- Build and maintain strong relationships with donors, corporate partners, and other stakeholders to increase awareness, support and engagement with the IPD mission and vision.
- Strong experience and relations to be able increasing of annual sponsorship & grant budget year by year
- Availability of potential network with potential Donors, Private Sector and Philanthropists is strong advantage
- Preparation narrative and financial reports due to the need and deadlines of Donors & Sponsors
- Collaborate closely and Involving attention of more Sending Institutions to reach increasing of number of participants of IPD programs and events

Requirements

- At least BA degree in relevant field
- Minimum 10 years professional experience with proven track of developing and implementing successful Fundraising, Project Management & Marketing strategies and increasing yearly Funding / Sponsorship budget of Organisation
- Fluent written and verbal communication skills in English (additionally fluent German or French language skills is advantage)
- Excellent communication, networking, presentation and speech skills
- Excellent computer skills (Word, Excel, Power Point & Corel Draw and etc. needed programs)
- Strong relationship-building skills and the ability to build and maintain partnerships with donors, corporate partners, and other stakeholders.
- Strong analytical and organizational skills and the ability to manage multiple projects and deadlines.
- Familiarity with fundraising software, grant application forms, budget planning and donor databases.

Please send us your application via email or LinkedIn and answer shortly to the following questions

- Why you wish to work as Fundraising Manager at IPD as your next career
- What is your desired job starting time?
- What is your desired workload (50 - 100%)?
- What is your last 3 years involved Fund Amount as Fundraising Manager?
- What is your expected and targeted maximum Fund Amount (from Donors, Sponsors and Corporate Partners) for upcoming 3 employment year period?
- What is your expected Net salary amount?
- Do you have valid work permit or need sponsorship?
- What is your citizenship?

Looking forward to receiving your CV soon.

Best regards,

Mr. Fakhrinur Huseynli
IPD Director