



# German-speaking Fundraising and Grants Manager Consultant

**Starting date:** as soon as possible

**Work location:** remote work, online

**Contract type:** consultancy, 10 hours per week

**Rate:** between 70 and 90 CHF per hour depending on experience

**Mandatory:** be a German or Swiss-German native speaker

**Application deadline:** February 28th, 2021

## About Humanium

Since 2008, Humanium co-creates sustainable change to fulfil children's rights worldwide. It has legal non-profit entities in Switzerland, France and Germany.

On a global level, Humanium monitors children's rights developments, and makes them accessible and understandable to the largest number of people, especially online, so they can share them easily. It is active in child rights advocacy within the United Nations and other international organizations.

On a local level, Humanium implements children's rights and empowers strategic partners and every willing human being to become a change agent, who works to ensure that every child is loved, develops her or his full potential and is integrated into the community. It works with local partner organizations in Rwanda and India, and has developed an innovative approach that promotes an emotional and intuitive understanding of children's rights.

Our mission is to promote, defend and fulfil children's rights throughout the world.

More information on: [www.humanium.org](http://www.humanium.org)

## Consultancy summary

As Humanium's foundation and institutional development and German-speaking professional, your primary responsibilities are to develop strategies to cultivate potential grant supporters in Switzerland and Germany, to secure new grants, to maintain current foundation funding and to steward existing relationships with foundations.

As a part of these responsibilities, the successful Grants Manager must create high quality, persuasive proposals and reports and help to meet all application, renewal, and reporting criteria for the institutional/foundation-related fundraising.

To start, your focus will be on creating sustainable partnerships between foundations and Humanium to develop its child rights advocacy program and child rights online education activities.

As a manager, you will lead the fundraising team composed of 2 freelancers and volunteers, and ensure the management and development of the portfolio of institutional and foundation grants for Humanium France, Switzerland and Germany.

## **Main responsibilities**

### **Overall coordination, planning and guidance**

- Provide vision and innovation to the development of Humanium's fundraising strategy
- Lead the fundraising team
- Define and execute strategic plans and programs that increase fundraising capacity
- Recruit and train interns/volunteers and delegate tasks
- Oversee the communication with supporters and potential supporters
- Ensure coordination with our local partners

### **Ensure a winning gift request activity**

- Create a winning fundraising plan
- Identify/develop funding sources and find opportunities
- Develop gift request strategies
- Write gift/grant request proposals
- Set, monitor and achieve realistic income and expenditure targets
- Generate sufficient funding sources to meet or exceed set goals

### **Ensure and implement an effective stewardship**

- Follow up / document communication, create and manage donor reports
- Collaborate with the communication team to establish a regular and compelling communication cycle for individual donors (mailings, newsletters, social media posts) and provide content material for the communication needs
- Oversee the annual report and accounts creation process

### **Systems and Processes**

- Manage database to accurately track and record all opportunities and actions

### **Others**

- Support administrative tasks as required
- Collaborate on other projects
- Work closely with board members and committees

# Your profile

## Qualifications

Studies in a relevant field preferably in fundraising, grants management.

## Languages

- German or Swiss-German native speaker mandatory
- Fluency in written and spoken English essential
- French is an asset

## Experience

- A minimum of 5 years of experience in a grant management position is required with proven track record, preferably in the human rights, development or humanitarian sector
- Experience of managing grants and projects portfolio
- Existing fundraising network within Switzerland or Germany an advantage
- Experience in leading a team is an asset

## Skills

- You are a passionate writer, and are able to convey convincing messages to different audiences
- Excellent communication and interpersonal skills
- You feel comfortable working remotely, online, and have experience working in a digital collaborative environment
- You are motivated by new challenges, have a flexible mind-set, a can-do attitude and like thinking creatively
- You are an excellent team player, enjoy working with people from different cultures, and also enjoy taking on responsibility, demonstrating autonomy and proactivity
- You have strong interpersonal and representation skills and are able to relate with different stakeholders
- Good persuasion and negotiating skills, with the ability to motivate others

**To apply, please send your CV and covering email stating your interest in the position to [hr@humanium.org](mailto:hr@humanium.org) (in German or English).**