



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 July 2019 onwards, we are currently recruiting a:

Admin. & Fundraising Officer (60%)

YOUR RESPONSIBILITIES

Administration:

- Overall responsibility for the Member Management (incl. process optimisation)
- Overall responsibility for the organisation and logistics of the annual general assembly (incl. the wiki management)
- Support with the organisation, logistics and booking of meeting rooms, rentals as needed etc.
- Reporting and Minute writing (Meetings, General Assembly etc.)
- Responsible for several email ticketing channels and correspondence with the wider public
- Support with drafting and proof-reading of internal reports and communications
- Overall responsibility for maintaining the inventory

• **Fundraising:**

- Autonomously researching new funding opportunities, drafting and submitting grant proposals, follow-up as needed
- Supporting the various fundraising campaigns
- Management of related data bases and CRM maintenance
- Drafting supporting documents such as letters, texts, case studies
- Corresponding with donors through diverse channels

• **Communications:**

- Supporting the provision of collaterals, i.e. drafting texts, 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 writing skills in the relevant languages (clarity, focussed, expression, results-oriented)
- Strong experience (3 years minimum) in administration, organization & events management
- Strong desk-top research capacities
- Fundraising/campaigning experience is an advantage, particularly grant-writing.
- 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
- Knowledge of CRM management (Salesforce would be an advantage)

People skills/competencies:

- Strong intercultural competence and a “can do” attitude
- Self-starter with an excellent capacity to organise him/herself
- Goal/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
- Good 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:

- **15th of July 2019** or later with some availability in June to ensure handover
- 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 initially starting with a 60% with a possibility to extension, depending on funding
- The contract is initially limited to one year with a possibility of extension.
- The position is initially directly responsible to the CEO, but will include collaboration with other Managers, stakeholders and functions

Applications:

Closing date for applications is set to **June 2, 2019** and applications should be addressed electronically to **jenny.ebermann@wikimedia.ch** including your CV and a cover letter. No need to attach certificates or to indicate references at this point!

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