



International Blue Cross

Programme and PR/Fundraising Officer 70-80%

Bern and Home-office

IBC seeks for a committed professional to support and expand our programmes of international development cooperation from May 2023 or by agreement.

Organisational Overview

International Blue Cross (IBC), is a Christian value-based, politically independent non-governmental organisation. Its roots date back to 1877, when the Blue Cross Movement began to grow in Switzerland. The international umbrella organisation which now is IBC, was founded in 1886, currently comprising 38 national Blue Cross organisations in Africa, Asia, Europe and Latin America. The IBC network focuses on tackling alcohol- and other drug-related health-, social- and development issues through advocacy, prevention, treatment and aftercare programmes. IBC promotes this approach through a joint global voice and enables exchange and learning between Blue Cross Organisations around the world. IBC implements international development and cooperation programmes in line with the UN Sustainable Development Goals. IBC has a consultative status at the UN ECOSOC. In order to deliver on its strategy, IBC receives support from its members and conducts fundraising activities. IBC is certified by Swiss ZEW0 and applies principles of good governance. It is a member of the Swiss Development Cooperation Network (KoGe).

Job description

We are seeking an enthusiastic, energetic, and innovative professional with experience in Public relations, fundraising and development co-operation to expand and maintain the International Blue Cross's work. You will be leading the IBC fundraising as well as assisting in project management together with IBC's multi-national secretariat team.

Your responsibilities

- Coach local programme coordinators and teams to develop capacities of implementation partners (online coaching);
- Identify and evaluate the risks associated with programme activities and take appropriate action to control the risks;
- Maintain structures and instruments for planning, implementation, monitoring and evaluation of progress within the PCM framework;
- Submit timely and high-quality programme reports and programme proposals;
- Participate in inter-agency forums and thematic working groups with partner NGO's and institutional donors as agreed with Programme Officer;
- Raise funds for International Blue Cross
- Develop and maintain effective working relationships with institutional donors (Swiss and international) and ensure that reporting requirements for development and cooperation programmes are met;
- Overseeing fundraising and project processes and tasks in cooperation with other staff members and volunteers
- Overseeing and contributing to content creation for social media and webpage especially storytelling from the field.



- Drafting and developing project documents, fundraising and public relations materials such as project descriptions, annual reports, program sheets, donation letters
- Representing IBC and its programmes in online and offline meetings in collaboration with IBC General Secretary
- Implementing capacity-building measures for IBC member organisations and partners
- Carrying out other tasks as necessary
- Occasional international travel (3-5 travel days/year or as agreed)

Requirements

- University degree or equivalent
- Fluent in German (native level) and professional level of English
- French and additional language skills are of advantage
- Solid writing and presentation skills
- Experience in networking, fundraising and development co-operation work in the international context and in Switzerland is an advantage
- Understanding of result-based management and PCM
- Skills to coach project partners and aggregating data
- Available to work online
- Experience in partnership-building and networking
- Good IT skills and database handling skills
- Culture-sensitive communication and social skills
- Team player with hands-on mentality
- Flexibility and humour

What we offer

- International work environment and the opportunities to proactively engage
- A motivated and committed team
- Flexibility in work arrangements
- Competitive salary in the NGO sector

Recruitment process

We are looking forward to receiving your complete electronic application with CV and motivation letter in English including academic & work certificates in English, French or German at office@internationalbluecross.org, with subject "Programm and PR / Fundraising Officer". Deadline for applications is on 19th April 2023.

Shortlisted candidates will be invited to take a written on-line assessment on 20th or 21st April . Based on the assessment, selected candidates will be invited to an interview for 25th or 27th April 2023.

For further information please contact a.babb@internationalbluecross.org

More information: www.internationalbluecross.org

Our office is located at International Blue Cross, Lindenrain 5a, 3012 Bern, Switzerland