

PART-TIME JOB VACANCY
ASSOCIATE
Development and Outreach Department
Zurich Office
Application Deadline: May 11, 2018



HRW.org

The Development and Outreach Department of Human Rights Watch (“HRW”) is seeking highly-qualified candidates for the position of Associate in the Zurich office to provide administrative assistance to the Zurich Team. The Zurich Team serves as an important base for HRW’s development, fundraising, and outreach activities in the German-speaking part of Switzerland. This position is part-time at 20 hours per week (50% schedule) and requires availability to work occasional night events. The Associate is based in Zurich and reports to the Zurich Development and Outreach Officer. HRW anticipates that the successful candidate will begin this position in July 2018.

Responsibilities:

1. Assist in the follow-up of major organizational fundraising, cultivation, and outreach events, including, but not limited to, the Zurich and Basel Annual Dinners, film screenings, and private events;
2. Provide administrative support including scheduling, preparing for and taking minutes at meetings, responding to inquiries, recording and processing divisional finances, and making travel arrangements;
3. Organize logistical aspects of events by maintaining key spreadsheets, documenting gifts received, preparing solicitation and acknowledgement materials, organizing and shipping event materials, collating follow-up fundraising reports, etc.;
4. Maintain the Raiser’s Edge database by updating donor and financial information and overseeing data entry for special events and cultivation initiatives;
5. Support the daily activities for HRW’s Zurich Committee, donors, and prospects including conducting research on individual and foundation prospects using various online tools to prepare donor solicitation strategies, maintaining extensive files, contact lists and databases, scheduling and preparing briefs and materials for meetings, and drafting donor communications;
6. Coordinate the development of content for mailings, programs, and presentations;
7. Maintain and update the Human Rights Watch Zurich city page; and
8. Perform other responsibilities as may be required.

Qualifications:

Education: A bachelor's degree in human rights, international relations, social science, or a related field is required.

Experience: A minimum of one year of relevant work experience is required.

Related Skills and Knowledge:

1. Prior office/administration experience and strong organizational skills are required.
2. Excellent oral and written communication skills in German and English are required.
3. Strong interpersonal skills and the ability to communicate with a wide variety of audiences, including donors, are required.
4. Ability to work well under pressure while juggling multiple tasks simultaneously are required.
5. Self-motivation and the ability to take initiative, prioritize with minimal supervision, and work independently as well as function as a member of a team are required.
6. Strong analytical skills and the natural curiosity and creativity needed to conduct online research are required.
7. Ability to make sound decisions consistent with functions is required.
8. Proficiency in computer programs including MS Office applications is required; experience with Raiser's Edge or other donor databases is highly desirable.
9. Experience with event planning, community engagement, and/or philanthropy is preferred.
10. Strong interest in human rights is desirable.

Other: Applicants for this position must possess current Swiss work authorization valid for a minimum of two years from start date.

Salary and Benefits: HRW seeks exceptional applicants and offers comprehensive compensation and benefits.

How to Apply: Please apply immediately or by 11:59 PM ET on May 11, 2018 by visiting our online job portal at <https://careers.hrw.org/opportunities/show/?jobid=1618>. No calls or email inquiries, please. Only complete applications will be reviewed and only shortlisted candidates will be contacted.

If you are experiencing technical difficulties with your application submission, please email recruitment@hrw.org. Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

Human Rights Watch is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.