



Development Officer Switzerland

Role & Responsibilities

Develop Medair's presence in the German-speaking Switzerland by raising funds and increasing visibility.

Project Overview

Develop strategies and creative initiatives to build Medair's brand and attract new supporters. Develop a strong network of supporters, particularly focusing on existing and prospective private major donors to deliver on demanding income targets, generate prayer support.

Workplace

Medair Zurich, Switzerland

Starting Date / Initial Contract Details

June 2018. Full time, open-ended contract

Key Activity Areas

Creative communication and fundraising

- Develop new initiatives and products to increase brand visibility and build engaging experience to grow the donor database.
- Project management: create, develop and implement fundraising projects and ideas.
- Find new and attractive locations, partners & concepts to implement events and when necessary support with planning and organisation of Medair events.

Relationship fundraising with private donors and communities

- Maintain and develop existing contacts to build positive and sustainable relationships.
- Face to face meetings, use existing and new products, events.
- Networking in secular audiences and Christian communities.
- Nurture existing church relationships and acquire new ones.
- Thank you management.

Increase brand awareness to general public

- Recognise trends and opportunities in the Swiss German market.
- Seek out new channels and audiences to promote Medair.
- Position Medair effectively using its comparative advantages and unique selling propositions (USP).

Acquiring new prospects in order to maintain a robust pipeline of relationships

- Introduce Medair to the public to attract new donors, influencers and ambassadors.

Recruitment activities field staff

- Promote open vacancies to the Christian community.

Team Spiritual Life

- Reflect the values of Medair with staff, beneficiaries, and external contacts.
- Work and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.

This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.



Qualifications

- Educated to degree level or equivalent.
- Strong working knowledge of German (spoken and written). Good understanding of Swiss German
- Working knowledge of English (spoken and written).

Experience / Competencies

- Demonstrable professional success in the area of fundraising / communication / sales
- Private or public sector experience in Switzerland.
- Advanced user of MS Office.
- Excellent communication skills – verbal and written.
- Networking skills. Sense for inspiring communication and current trends.
- Close to the market, ability to identify potential of audiences.
- Goal and performance oriented.
- Creative mind-set, open for new ideas, desire to stick out and be innovative.
- Pioneer and self-driven. People-oriented, strong interpersonal skills.
- Collaborative team player.

Working Conditions

- **Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.**

Before you apply

Please ensure you are fully aware of the:

- a) Medair organisational [values](#).
- b) [Profiles](#) sought for International Headquarters staff.
- c) [Benefits Package](#) provided for International Headquarters staff.

Application Process

- a) go to our [Current Vacancies](#) page
- b) and apply for this vacancy (or another position that matches your profile).

Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.