

Fundraising & Donor Relations Coordinator / Management Support (100%)

About Suyana Foundation

Suyana Foundation is a mission-driven international non-profit organisation dedicated to empowering people and communities in a sustainable and holistic way. Through long-term programmes in health, education, livelihoods and community development, the Foundation works closely with local partners to create measurable and lasting impact.

Our work is made possible through the trust and commitment of donors, partners and supporters. Building and maintaining strong donor relationships, ensuring high-quality communication, and providing reliable organisational support are therefore central to our success.

Due to the continued growth of the Foundation and the increasing importance of structured fundraising and donor engagement, we are looking for a highly organised, adaptable and proactive professional to strengthen our team.

Your Role

This position requires a highly structured, dynamic, service-oriented and hands-on person who is able to anticipate needs, manage multiple priorities simultaneously, and provide reliable support in a dynamic international environment.

You will work closely with management and the fundraising team, ensuring smooth coordination of donor-related activities, high-quality documentation, timely follow-up and professional communication with internal and external stakeholders.

The role combines administrative excellence with active support in donor relations, meeting coordination, research and preparation of fundraising materials.

Key Responsibilities

Fundraising & Donor Relations Support

- Provide close administrative and organisational support to fundraising activities and donor engagement, including donor correspondence, professional follow-up communication, coordination of donor meetings (scheduling, agendas, minutes, briefing notes and background documentation), and structured follow-up of agreed action points
- Support donor stewardship processes and assist in background research on potential donors, foundations and partners
- Maintain and update CRM systems, donor databases and structured filing systems, ensuring accurate documentation of donor interactions, agreements, reporting deadlines and commitments
- Prepare and refine donor and Board presentations as well as fundraising materials, in close coordination with the Marketing & Communication department and other areas
- Support the preparation, consolidation and proofreading of donor proposals, reports and other fundraising documents
- Coordinate internally with programme managers, marketing and other departments to gather required inputs for donor communication, presentations and proposals

- Ensure that donor-related documentation, communication and data management comply with internal standards as well as compliance, transparency and data protection requirements
- Maintain continuously updated records, overviews and relevant documentation so that management and the Board of Trustees have access to the latest information at all times

Management & Coordination Support

- Provide close administrative and organisational support to management in relation to fundraising priorities, strategic meetings and external stakeholder coordination
- Coordinate internal and external meetings involving donors, partners and other stakeholders, including agendas, documentation, preparation of presentations, briefing and decision-making materials, taking minutes, and follow-up of agreed action points
- Organise and coordinate Board meetings, including preparation and distribution of documentation, taking minutes in English and Spanish, ensuring clear documentation of decisions, and follow-up of agreed action points
- Organise and coordinate travel arrangements for management, donor-related visits and selected team members
- Support ad-hoc administrative and coordination tasks linked to management and the fundraising area
- Provide flexible support during events, donor visits or special activities
- Provide cover for Office Management during periods of absence (e.g. holidays), ensuring smooth day-to-day operations

Your Profile

- Highly organised, dynamic, proactive and resilient personality with a hands-on mindset
- 2–4 years of professional experience in administration, fundraising support, donor relations, Marketing & Communication, or a comparable role
- Strong interest in fundraising, donor relations and external communication
- Excellent organisational skills and strong attention to detail
- Ability to manage multiple priorities and work reliably under time pressure
- Confident, professional and discreet when interacting with donors and senior stakeholders
- Strong sense of diplomacy, reliability and service orientation
- Excellent written and spoken English, German and Spanish
- Very good command of Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience with CRM systems, donor databases or structured data management is a strong advantage
- Ability to prepare professional presentations and written communication to a high standard
- Basic understanding of communication, marketing or donor engagement processes is considered a plus
- Highly trustworthy, with the ability to manage confidential information with absolute discretion and professionalism
- Swiss / EU passport or valid Swiss work permit

What We Offer

- A highly meaningful role within an internationally active foundation
- Close exposure to fundraising, donor relations and strategic management processes

- A dynamic international working environment with direct social impact
- High level of trust, responsibility and learning opportunities
- A committed, collaborative and purpose-driven team culture
- Competitive and role-appropriate salary
- Modern workplace next to Zug railway station

Join our mission to empower people and communities sustainably and become part of our social vision. Please send your complete application in English to hr-schweiz@suyana.ch