



The Swiss Tropical and Public Health Institute (Swiss TPH) is a world-leading institute in global health with a particular focus on low- and middle-income countries. Associated with the University of Basel, Swiss TPH combines research, education and services at local, national and international levels. Over 800 people from 80 nations work at Swiss TPH focusing on infectious and non-communicable diseases, environment, society and health as well as health systems and interventions.

To improve and systematize our stakeholder management and coordinate fundraising activities, we are looking for a committed, organized and persuasive

## **Coordinator Stakeholder Engagement and Fundraising (60-80%)**

In a dynamic and diversified work environment, you will be responsible for the planning, implementation and optimization of stakeholder engagement and fundraising activities, and you will lead a project to build and implement a Customer Relationship Management (CRM) system. The position is situated within the Communications unit and requires close interactions with many other units at Swiss TPH, including Finances/Controlling, Informatics, and Project & Grant.

### **Your tasks include:**

- Project lead for the implementation of a CRM system that meets the diverse needs of Swiss TPH and which can ultimately be integrated with existing tools and software
- Responsibility for the systematic tracking, maintenance and analysis of stakeholder and donor data
- Responsibility for the ongoing implementation of stakeholder engagement and fundraising activities
- Designing and implementing communication and marketing measures targeting specific stakeholder groups (i.e. donors, Alumni, clients, etc.)
- Supporting the Swiss TPH leadership in establishing and cultivating relationships with existing donors and identifying potential new donors
- Close collaboration with all departments and units at Swiss TPH

### **Ideally, you have these prerequisites:**

- Education in the field of Management, Communications, Marketing or Fundraising or similar
- Proven track record in Project Management
- Experience in implementing CRM systems is an advantage
- Process-oriented aptitude
- Exceptionally organized with a high-attention to detail
- Excellent interpersonal skills
- Team player with the ability to work proactively and independently
- Confident communicator and a proactive attitude
- German and English fluency



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**This is what we can offer you:**

An interesting and varied job in a flexible and dynamic working environment with the opportunity to work in a multicultural, diverse, meaningful environment with over 80 nationalities. Possibility to shape and lead a challenging multi-stakeholder project to ultimately create the foundation for stakeholder management and fundraising at Swiss TPH.

As an associated institute of the University of Basel, we offer an attractive work place in an interdisciplinary environment.

**If you are interested, please submit your application, consisting of:**

- Motivation letter (including your annual salary expectations)
- CV
- Reference letters
- Contact details of 3 references

Please note that we can only accept applications via our online recruiting tool: <https://recruitingapp-2698.umantis.com/Jobs/All>. Applications via e-mail or external recruiter will not be considered.

**Job Profile:**

Start Date: January 2021 or upon agreement

Location: Basel, Switzerland

Duration: unlimited

Percentage: 60-80%

Travel Required? No

**Contact:**

For further information about the position, please visit our website <https://www.swisstph.ch/en/> or contact Sonja Bühler (HR Recruiter) by phone: +41 61 284 87 78.