

The Swiss Academy for Development (SAD) is a centre of excellence for sport and development. We use sport & play to empower disadvantaged children and young people in Switzerland and internationally to become healthy, educated and employed citizens. SAD was founded in 1991 as a not-for-profit foundation in Biel/Bienne, Switzerland.

VACANCY ANNOUNCEMENT: EXECUTIVE DIRECTOR (70%)

SAD is looking for an Executive Director responsible for the overall management of the operating foundation, including overseeing the administration, programmes, and strategic plans. Other key duties include fundraising, networking, and project management.

PLACE OF WORK

Biel/Bienne, Switzerland

STARTING DATE

1 December 2020 (or as per agreement)

MAIN RESPONSIBILITIES

- Board governance: work with the board to fulfil the organisation's mandate
- Financial performance/fundraising: develop resources to ensure the financial health of the organisation
- SAD's mission and strategy: work with staff and the board to ensure that SAD's mandate and mission is fulfilled through projects, strategic planning and networking
- SAD's organisation: oversee and implement resources to ensure that the operations of the organisation are appropriate
- Project management: design and manage projects and/or mandates

REQUIREMENTS

Essential

- Master's (or PhD) in a relevant subject (social sciences, international relations or related fields)
- At least 10 years of working experience in development cooperation (including field experience); preferably in two of SAD's areas of expertise (sport and play, education, employment and health)
- Strong networks with national and international actors in development cooperation, including donor organisations
- Proven fundraising experience and successes, including experience in project design and proposal writing
- Experience in leadership/management positions, including good understanding of financial management and HR processes
- Expertise in strategic/organisational development
- Experience in managing development projects
- Native German or French speaker, proficient in the other language as well as in English

Desirable

- Knowledge of sport for development and peace (SDP) is a strong advantage
- Experience in communication and marketing
- A good overview of the development cooperation policy landscape
- Sound methodological knowledge of M&E (preferably also of social science research methods)

HOW TO APPLY

Please submit your application (motivation letter, resume, description of fundraising successes and networks, relevant certificates and references) by 30 September 2020 to info@sad.ch. For questions, please contact Mr. Marc Probst, Executive Director, on probst@sad.ch, www.sad.ch.