

## Program Officer (70%)

Are you looking for a purposeful job that contributes to fund projects empowering children and youth across the world? Do you see yourself in the role of bridging interests of grant-making foundations with Right To Play project priorities worldwide? Do you enjoy writing and finding the best way to relay information fitting your audience?

### **Who are we?**

Right To Play is a global organization that uses play to improve education, health, peace, child protection and gender equality outcomes for children and youth. We believe that Play, including games, sports, creative play and free play, has the power to transform children's life and give them the skills to rise above their challenges. We are active in countries across Africa, Asia, the Middle East and North America, mainly targeting children and youth living in development and humanitarian contexts. Right To Play International was founded in 2000. Our Headquarters are in Toronto, Canada.

Right To Play Switzerland was established in 2003 and is responsible for

- raising awareness on the power of play and Right To Play's impact
- building partnerships and raising funds to make our work possible
- managing grants supporting projects in Right To Play countries

Have a look at this short video to learn more: <https://youtu.be/10p1jx0h78g>

### **What are you expected to do?**

Reporting to the National Director, as Program Officer you will support Right To Play Switzerland in securing and managing grants from institutional partners/donors for our projects and programs, mainly from foundations.

You will find yourself writing all kinds of documents going from concept notes and updates to few more technical and detailed proposals and reports. In order to fulfil your tasks, you will draw on available information and liaise with Right To Play colleagues in the country offices where the projects are implemented, in the Africa and Middle-East & Asia regional offices, as well as in Headquarters. You will share a portfolio of prospect and current donors/partners with other members of the institutional partnerships team.

As Program Officer you will focus on:

#### Identification of new potential partners/donors matching Right To Play core programmatic areas (15%)

- Research and identify new funding sources/potential partners.
- Prepare tailored documents on projects, thematic or countries to be shared with potential partners/donors.
- Prepare meetings with potential partners/donors.
- Support networking opportunities such as identifying, preparing and attending relevant networks and working groups.

#### Development of quality proposals increasing the probabilities to secure grants (25%)

- Identify projects / programs to be proposed in line with Right To Play global strategy and country programmatic priorities, according to donor requirements and interest.
- Write applications to secure funding for projects in German, English and/or French (including both narrative and budget).

#### Grant management and stewardship (25%)

- Prepare letters, funding agreements, grant summary documents and update the internal information system.
- According to the type of grant, follow up on supported project and programs in accordance with Right To Play systems and processes in place.
- Prepare quality and timely narrative and financial reports according to donor expectations and requirements.

- Support the team in maintaining an excellent relationship management, and progressively be responsible of stewarding your own portfolio of partners/donors.

#### Other duties (5%)

- Back office support.
- Translate program information and documentation into German and/or French as required.

#### **Who are you?**

- You have at least 2 years of experience in fundraising, proposal development and grant management for international projects, especially with foundations. You ideally have a field experience.
- You have experience in writing proposals (incl. narrative, log frame, budget) and reports, demonstrate an enthusiasm for writing and a particular attention to detail.
- You are a positive and stimulating team player, while at the same time enjoy taking responsibilities and demonstrate a good level of autonomy and proactivity.
- You have good communication, interpersonal and representation skills, enjoy exchanging with people and adapt your discourse easily to different target groups.
- You feel comfortable in a dynamic environment, are motivated by new challenges, have a friendly personality, a flexible mind-set, a can do attitude and like thinking strategically, as well as creatively (out of the box).
- Your mother-tongue is German and you are fluent in English -oral and written- (required), priority will be given to applicants who also have first language or fluent level in French - oral and written.
- You have excellent MS Office skills (Word, Excel, PowerPoint)

#### **What do we offer?**

- You will take an active part in our global effort to transform children's lives positively.
- We are a young and dynamic organisation, with ambitious goals and a playful spirit.
- You will be supported by a motivated and encouraging team in Switzerland and globally.
- Contract duration: indefinite term.
- Ideal starting date: August 15<sup>th</sup>
- Office in Zurich, some national and international travel may be required.
- Gross annual salary: in the range of CHF 68'000-72'000 full time equivalent/13 months, depending on actual knowledge and experience.

**Does this sound good to you?** If the Program Officer role sounds exciting to you, send us your CV (in English) and a short motivation letter (in German) to Bernadette Werder, [bwerder@righttoplay.com](mailto:bwerder@righttoplay.com), stating "Program Officer" until June 10, 2018. Conversations will take place between June 18 and June 22, 2018.

Right To Play is a child-centred organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. To learn more about who we are and what we do, please visit our website at [www.righttoplay.ch](http://www.righttoplay.ch)

We are looking forward to hearing from you!