

# JOB POSTING – PROGRAM OFFICER (100%)



Starting Date: April 1<sup>st</sup>, 2017

Organization: Right To Play Switzerland

Work Location: Zurich, Switzerland

## **Background:**

Right To Play is a global organization that uses a unique play-based approach to learning contributing to improved education, health, peace, child protection, gender equality, inclusion and development outcomes for children and youth. Through programming in around 20 countries across Africa, Asia, the Middle East and North America, more than one million children participate each week in play and sport activities. 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 funds, building partnerships, advocacy/public awareness on play and sport as a powerful tool in development and humanitarian settings, as well as grant management and project monitoring.

## **Job Summary:**

Reporting to the National Director, as Program Officer you will support Right To Play Switzerland in securing and managing grants from partners/donors including foundations, corporations, governments and other institutions for our projects and programs. You will find yourself writing sometimes very technical and detailed proposals and reports, while other times these will be more general applications and updates. You will essentially be involved in the following phases: identification of potential partners/donors, proposal development, reporting and stewardship of existing partners. 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. As a member of the team, you will also provide support in all aspects necessary to keep the ball rolling, going from knowledge management, administrative tasks to strategic planning and review. In turn, you will use your programmatic expertise to support colleagues in the Swiss Office in reaching their fundraising goals.

## **Main Responsibilities:**

### Identification of new potential partners/donors matching Right To Play core programmatic areas (20%)

- 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.

### Development of quality proposals increasing the probabilities to secure grants (30%)

- 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 and English, working collaboratively with Right To Play Country and Regional Offices to ensure a quality design of proposals (including both narrative and budget).

### Grant management (30%)

- 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 by accessing available documents and liaising with colleagues across the organisation in accordance with Right To Play systems and processes in place.

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- Prepare quality and timely narrative and financial reports according to donor expectations and requirements.

## Maintain relationship with existing partners/donors (10%)

- Prepare regular short updates for donors.
- Support the team in maintaining an excellent relationship management, and progressively be responsible of stewarding your own portfolio of partners/donors.
- In coordination with the marketing and communication department in Right To Play Switzerland, plan and organize the sharing of relevant information produced by Right To Play to existing contacts/partners/donors (annual reports, specific mailings, evaluations, etc.).

## Networking (5%)

- Support networking opportunities such as identifying, preparing and attending relevant networks and working groups, etc.

## Other duties (5%)

- Organize/keep up to date program related information, as well as lead on selecting and preparing programmatic inputs to be shared and presented to the entire Right To Play Switzerland Team.
- Back office support.
- Translate program information and documentation into German as required.

## **Your Profile:**

- You enjoy working in an international environment and have a strong interest/knowledge in Right To Play core thematic areas.
- 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).
- 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 2-5 years of experience in international development or related areas, including project management, grant management, institutional partnerships or fundraising, ideally with field experience, and are motivated to play a role of bridging partners/donors interests in Switzerland with program priorities and implementation in Right To Play countries of operation.
- 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 have excellent MS Office skills (Word, Excel, PowerPoint)
- You have good communication, interpersonal and representation skills, enjoy exchanging with people and adapt your discourse easily to different target groups.
- You have a first language level in German and are fluent in English -oral and written- (required), you are fluent or have a good level in French (desired).

## **What we offer:**

- 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.
- High possibility of professional growth.
- Contract duration: indefinite term.
- Some international travels may be required.

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**Does this position resonate with what you are eager to engage in?** If you feel thrilled by Right To Play's approach, are up to a new challenge and consider that you would enjoy being in this position, we would be happy to receive your full application, including your resume (in English) and a cover letter (in German), indicating your salary expectation and as of when you would be available. Please send your application to Bernadette Werder, [bwerder@righttoplay.com](mailto:bwerder@righttoplay.com).

**Closing Date:** February 4, 2017

**Interviews:** During the week of February 13, 2017

*While we thank all applicants for their interest, only those selected for interviews will be contacted. Thank you very much for your understanding.*

To learn more about Right To Play, please visit our website: [www.righttoplay.ch](http://www.righttoplay.ch) / [www.righttoplay.com](http://www.righttoplay.com)