



## Key Account Manager Support Officer

**Position Start Date :** Beginning of February 2019

**Duration :** Open-ended contract

**Location :** Lausanne

**Activity rate :** 100%

**Terre des hommes does not set closing dates for this position; recruitment is on-going until the position is filled**

### Tdh :

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for deprived children and their communities, making an impact with innovative and sustainable solutions. Active in more than 45 countries, Tdh works with local and international partners to develop and implement field projects which improve the daily lives of over 3 million children and their relatives, in the domains of health, protection and emergency relief. This engagement is financed by individual and institutional support, with administrative costs kept to a minimum.

### Context :

Within the newly established Institutional Fundraising Division, the Key Account Manager Support Officer (KAMSO) plays an important role in supporting the institutional donor relations and contract management. S/he will support the Institutional fundraising department in managing the various donors with a specific focus on the Swiss Development Cooperation. S/he strives to increase the donor knowledge base to support the work undertaken by the Key Account Managers. S/he will work with the team to build and maintain the needed systems and processes to assist the organization to appropriately manage donors.

### Responsibilities :

1. Related to the principle donor: Switzerland
  - Supports the Sector Head to maintain and nurture the relationship with the donor through regular engagement (visits, correspondence and meetings).
  - Proactively (unsolicited) and reactively (through Calls) seeks new opportunities for funding and process them.
  - In collaboration with relevant colleagues, manages contracts from inception to closure and beyond.
  - Prepares background briefs for donor visits.
  - In link with colleagues from operations and the sector head attends meetings at the SDC.
2. Related to the other donors
  - In link with operations, have oversight of all donor activities.
  - Build and disseminate knowledge regarding selected donors.
  - Process opportunities as they arise.
  - Researches and analyses information (from the internet and from colleagues) regarding donors and drafts donor landscapes.
3. Related to the Sector and Department:
  - Participate in the Department's initiatives.
  - Support the sector in its development and strengthening, with a focus on systems and tools.
  - Undertake any other tasks related to fundraising agreed with the supervisor.

### Profile:

- *Education:* relevant university degree ;
- *Language:* oral and written proficiency in both English and German, French an asset;
- *Experiences and aptitudes:* 3-5 years' experience
- Practical knowledge of the Swiss Development Cooperation;
- Good networking and representation skills;
- Knowledge of donor rules and *modus operandi*;
- Capacity to analyze donor trends and strategies;
- Ability to draft documents of high quality



**Softskills:**

- Show autonomy and ability to decide
- Good communication skills
- Manage time and priorities, meet deadlines and be punctual
- Cooperate and contribute to achieving goals
- Show flexibility, availability and adaptability

**Child Safeguarding Policy:**

- Raising awareness within the Foundation on violence against children
- Providing guidance to employees and others and defining expectations when it comes to preventing, raising, denouncing and responding to issues of child abuse
- Reducing the risk of child abuse by selectively recruiting employees and others
- Reducing the risk of child abuse by developing a culture of open and informed leadership within the organization and in our work with children

We offer an exciting and varied work, useful and meaningful, in a team that wants to make a difference for vulnerable children.

Are you interested? Do you want to face this challenge?

**Procedure:**

Please applying directly online: <http://www.jobs.net/j/JMvdeZaT>

Application files sent through our **official website** will be processed only if complete (CV + cover letter). Additional documents (diplomas, work certificates, etc.) will be requested at a later stage.

We will be in touch with the shortlisted candidates only in the selection process – with the large number of applications received, we unfortunately cannot provide personal follow-up to the larger candidate pool. Thanks for your understanding.

For any questions you can consult the FAQ below the job advertisements.

To know more about Terre des hommes: <https://vimeo.com/253387418>