



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

20th
ANNIVERSARY

Right To Play is a global organization that protects, educates and empowers children to rise above adversity through the power of play. We mainly target children and youth living in development and humanitarian contexts. Our Zürich based office is responsible for building partnerships and raising funds to make our work possible, as well as managing grants supporting projects in Right To Play countries.

Beginning in November 2020 or by agreement, Right To Play Switzerland is looking for a

Program Officer (80%)

What are you expected to do?

Reporting to the Program Manager, 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 as well as in Headquarters. You will share a portfolio of prospective 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

- Research and identify new funding sources/potential partners.
- Prepare tailored documents on projects, thematic areas 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

- Identify projects 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

- Prepare letters, funding agreements, grant summary documents and update the internal information system.
- According to the type of grant, follow up on supported projects 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

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

Who are you?

- You have at least 2 years of experience working in international development and related areas, and are motivated to bring our work closer to our audience and donors.
- You have excellent writing and analytical skills, and enjoy drafting and designing documents for different audiences.
- You have experience in developing proposals (incl. narrative, log frame, budget) and reports.
- You have a sound attention to detail, are precise and well organized, and have the ability to manage multiple tasks.
- You are an excellent team player and enjoy taking on responsibility, demonstrating autonomy and proactivity.
- You have good communication, intercultural and interpersonal 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, and think strategically as well as creatively.
- Your mother tongue is German and you are fluent in English, both oral and written (required). Good knowledge of French is desirable.
- You have excellent Microsoft Office skills (Word, Excel, and PowerPoint) and have experience in working with databases. Knowledge of Adobe InDesign is considered an asset.

What do we offer?

- You will be an active part in our effort to protect, educate and empower children worldwide.
- 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.
- Office in Zurich, some national and international travel may be required.
- Gross annual salary: in the range of CHF 69'000-72'000 full time equivalent/13 months, depending on actual knowledge and experience.

Are you interested? If this role sounds exciting to you, send your CV (in English) and a short motivation letter (in German) to Bernadette Werder, bwerder@righttoplay.com, stating "Program Officer" until **September 2nd 2020**.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

We are looking forward to hearing from you!