



FUNDRAISER with focus on Major Donor fundraising (60%) Based in Geneva, Switzerland

Established in 1946, the CAUX-Initiatives of Change (CAUX-lofC) Foundation organizes and coordinates international and local conferences, seminars and training in Switzerland bringing together a true diversity of people.

Every summer, the foundation organizes the Caux Forum in its conference and seminar centre, the Caux Palace. CAUX-lofC provides a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in the promotion of trust, ethical leadership, sustainable living and human security. CAUX-lofC operates in line with its key approach of bringing global change through personal change and with its core values of absolute respect for human dignity, of truth, solidarity and care at every level of public or personal life. CAUX-lofC recommends silent reflection as means to access creativity and inspiration.

The CAUX-lofC Foundation is the Swiss body of Initiatives of Change (lofC) a world-wide movement of people of diverse cultures and backgrounds, who are committed to the transformation of society through changes in human motives and behaviour, starting with their own.

To help us expand our fundraising activities, we are looking for an inspiring and talented FUNDRAISER with focus on Major Donor fundraising (60%), based in Geneva.

CAUX-lofC is aiming at expanding its fundraising activities and pursuits to create a sustainable and larger funding base among private donors, foundations and other institutional donors, as well as companies, mainly in the French speaking part of Switzerland and among the international community around Lake Geneva, but also in other parts of Switzerland and among international foundations.

Main tasks:

- Securing a sustainable financial basis for CAUX-lofC by developing and implementing appropriate fundraising strategies
- Further development and implementation of a major fundraising campaign for the renovation of the Caux Palace - Conference and Seminar Centre and the sponsoring of participants from conflict countries to the Caux Forum, as well as coordinating the fundraising activities for the Caux Forum
- Expand existing partnerships and identify new fundraising opportunities
- Further development of activities in the field of legacy fundraising
- Responsibility for the development and maintenance of the donor database

CAUX-Initiatives of Change Foundation

	Geneva Office:	Caux Palace - Conference Centre:	Kriens Office:
	1, rue de Varembe	Rue du Panorama 2	Luzernerstrasse 94
Email : info@caux.ch	1202 Genève	1824 Caux	6010 Kriens
Web : www.caux.ch	Tel. +41 (0)22 749 16 20	Tel. +41 (0)21 962 91 11	Tel. +41 (0)41 310 12 61

- Close collaboration with the Secretary-General and the Director of Communications, support from the Fundraising Assistant, IT Responsible and Service Centre Director

Requirements:

- Several years of relevant work experience within fundraising with focus on major donor fundraising and/or key account management
- Higher education in marketing, business, communication or a related discipline
- Good knowledge of fundraising techniques and programmes for major donor fundraising Knowledge of legacy fundraising is an asset
- Very good organizing skills and experience in project management
- Excellent communication and negotiation skills, spoken and written
- An inspiring and outgoing personality, dynamic and efficient
- Great capacity to motivate others, well developed teamwork skills and competences
- Values-driven
- Experience with donor or customer database management. Excellent computer skills with Word, Excel and Powerpoint etc.
- Fluent (spoken and written) in English and French. Good knowledge of German is an asset.
- Willingness to expand your knowledge in the field of fundraising and philanthropy
- An existing network in the private sector, in the foundation sector or on senior level management in companies is highly appreciated.

Our offer:

- A great opportunity for an experienced fundraiser, but also if you are interested in a career change coming from a sector where key account management is your main focus, for example from private banking.
- An interesting and inspiring international environment
- A highly motivated and cooperative team
- Flexible working time
- Office base in Geneva

Starting date:

As soon as possible, ideally in February 2018

Send us your application until 18 December 2017 with your resume, a cover letter, your certificates and diplomas.

Don't forget to mention the "**Fundraiser job position**" in the subject,

either by email
hr@caux.ch

or by mail:
Fondation CAUX-Initiatives et Changement
HR Department
Rue du Panorama 2
1824 Caux

All applications will be treated confidentially.

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