



Development Officer (70%)

Are you looking for a purposeful job that contributes to fund projects empowering children and youth across the world? Do you want to be a significant player in a team developing fresh ideas to best engage and retain loyal supporters through compelling communication and attractive events? Do you strive for accuracy, attention to details and precision, while still showing flexibility?

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.

Have a look at this short video to learn more: <https://youtu.be/1Op1jx0h78g>

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

What are you expected to do?

Reporting to the Business Development Manager, the Development Officer is responsible for supporting fundraising efforts of Right To Play in Switzerland. The Development Officer will work closely with the other team members in the Swiss office, mostly in the area of individual giving and events. The role will be involved in all stages of the fundraising cycle from identification, cultivation, solicitation, recognition and stewardship of individual donors, including tasks such as prospect research, developing concepts and managing the regular communication with the supporters of Right To Play in Switzerland. The Development Officer will be supporting the organization of Right To Play Switzerland's fundraising and stewardship events, which involve Right To Play signature events such as the annual golf tournament as well as smaller donor-specific events; in addition to third-party events.

As Development Officer you will be responsible for:

1. Donor Communication and Stewardship

- Implement a regular and compelling communications cycle for individual donors and coordinate the participation in Right To Play global fundraising campaigns.
- Manage the recognition process for individual donors, including drafting and editing thank you letters in German and English.
- Support the team in the office in developing audience targeted communication material for prospects and donors, including concepts, reports, brochures and leaflets.
- Research prospects and develop donor profiles.
- Support in writing, translating and editing communication material in German and English.

2. Event Support

- Assist in the organization of fundraising events, such as golf tournament and others, and increasingly lead on some of them.
- Assist in the identification and coordination of third-party events.
- Develop a comprehensive set of templates and documentations for all RTP Switzerland events.

- Implement ideas for conducting new and innovative events/event components.
- Support in the organization of donor field trips and visits from other Right To Play offices.

3. Systems and Processes

- Utilize our database to accurately track and record all opportunities and actions, perform searches and queries.
- Integrate organizational developments into own work such as online donation platforms, peer to peer fundraising, online campaign and event landing pages.

4. Others

- Support administrative tasks as required.

Who are you?

- You are a passionate writer, and are able to convey convincing messages to different audiences in German and English.
- You have a sound attention to details, you are precise and well organized, and ideally you have experience in working with databases.
- You feel comfortable in a small and dynamic team, are motivated by new challenges, have a flexible mind-set, a can-do attitude and like thinking creatively.
- You are an excellent team player, enjoy working with people from different departments, and also enjoy taking on responsibility, demonstrating autonomy and proactivity.
- You ideally have experience or a strong interest in international development and related areas, and are motivated to bring our work closer to our audience and donors.
- You have a proven ability to set priorities when faced with multiple, at times conflicting tasks.
- 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 15th
- 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 Development 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, stating "Development Officer" until July 1st, 2018. Conversations will take place during the first half of July, 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

We are looking forward to hearing from you!