

# MEDAIR



Comms, Marketing  
Media & Fundraising

*each life matters*

## Donor Relations - Philanthropy Switzerland

### Role & Responsibilities

In collaboration with the philanthropy team, support Medair's mission by raising funds with (U)HNWI and increasing the organisation's visibility in German-speaking Switzerland. Deliver on demand income targets both from own portfolio of key supporters (HNWI, philanthropists, etc.) and other key relationships.

### Project Overview

Responsible for stewarding existing major donors and building a network of high giving individuals using a structured approach to develop a portfolio that will contribute to our growth strategy.

### Workplace & Conditions

Medair Zurich office, Switzerland

- **Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.**

### Starting Date / Initial Contract Details

As soon as possible. Full time, open-ended contract.

### Key Activity Areas

#### *Relationships fundraising with individuals*

- Steward the existing portfolio of major donor individuals.
- Develop an acquisition plan to generate new leads and identify innovative approaches.
- Acquire new donors and develop specific journeys by creating targeted and qualitative touch points and develop a repeatable model to approach more people and drive growth.
- Build and sustain relationships with donors and prospects to build positive and sustainable engagement.
- Promote and use fundraising products i.e. legacy giving.
- Participate in the development of the 3 years "Philanthropy Campaign" and implement it accordingly.
- In collaboration with the philanthropy team, create communication material such as project summaries, reports, letters and presentations.

#### *Partnerships with Corporates*

- Manage and develop key accounts.

#### *Increase Awareness*

- Plan, organise and promote Medair philanthropy events in German-speaking part to attract new people and/or consolidate existing major relationships.
- Present/pitch Medair at external events.
- Leverage networks: actively research new networking opportunities and attend external events, conferences, forums to acquire leads.

#### *Other*

- Contribute to the planning of the philanthropic activities.
- Monitor philanthropy and market trends.
- Share knowledge with team members

#### *Team Spiritual Life*

- Reflect the values of Medair with staff, beneficiaries, and external contacts.
- Work and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.

*This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.*

**Qualifications**

- Bachelor's degree in marketing, sales, account management, communication or related field.
- Strong working knowledge of German and English (spoken and written). Fluent in Swiss German and good working knowledge of French desirable.

**Experience / Competencies**

- Minimum 3 years of work experience. Demonstrable professional success in the area of fundraising / marketing / sales. Previous experience in the non-profit sector and/or overseas experience in a humanitarian/development project desirable.
- Advanced user of MS Office. Experience working with CRM. Knowledge of Trello desirable.
- Excellent communication and presentation skills in front of small and large audiences.
- Networking skills.
- Analytic and strategic thinking.
- Goal and performance oriented.
- Pioneer and self-driven. Entrepreneurial mind-set, innovative and open for new approaches.
- Collaborative team player. People-oriented.

**Before you apply**

Please ensure you are fully aware of the:

- a) Medair organisational [values](#).
- b) Medair is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners, and particularly children. Therefore, we do not employ staff whose background we understand to be unsuitable for working with children. Medair staff are required to give the utmost respect to, and comply with, [Medair's accountability policies and best practices](#).
- c) [Profiles sought and Benefits Package](#) for Global Support Office Staff.

**Application Process**

To apply, go to this vacancy on our [Medair page](#). *Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.*