

FSD is looking for

## **JUNIOR FUNDRAISING OFFICER**

**Location:** FSD Headquarters in Geneva, Switzerland

**Supervised by:** Head of Fundraising/Fundraising Manager

**Starting date:** Immediately

**Contract period:** 6 months

**Occupancy Rate:** 80-100%

### **ABOUT US**

FSD (Fondation suisse de déminage), a Geneva-based humanitarian organisation, has been working to protect civilian populations from landmines and explosive remnants of war for over 25 years. Our teams localise and destroy explosive remnants of war, conduct awareness campaigns and develop socioeconomic assistance projects for victims of accidental explosions. FSD currently employs around 700 people on four continents and has been active in over 30 countries since its foundation in 1997. Learn more at <https://fsd.ch>.

### **JOB DESCRIPTION**

The **Junior fundraising Officer** supports FSD's Philanthropy efforts, with a particular focus on drafting compelling funding proposals and donor reports in French, German, and English, managing administrative processes, and coordinating donor engagement efforts. He/she plays a key role in ensuring the quality, consistency, and timeliness of all philanthropic communication and follow-up materials. Philanthropy at FSD includes:

- High-net-worth individuals (CHF 10K+/year)
- Cantons and communes
- Funds and foundations (Switzerland & US)
- Corporate donors
- Smaller institutional donors outside institutional contracts managed by Operations.

### **ROLES AND RESPONSIBILITIES**

The **Junior fundraising Officer** has a number of roles and responsibilities. His/her key responsibilities and roles are outlined below.

#### **A. Philanthropy**

- **Proposal & Report Writing (Core Mission)**
  - Draft, adapt, and personalize high-quality funding proposals and concept notes tailored to donors' interests and requirements (in FR, DE, and EN).
  - Research and align proposal content with donor profiles, philanthropic trends, and strategic program priorities.
  - Write narrative and financial reports in close collaboration with the Operations and Finance teams.
  - Ensure consistency and strategic messaging across all philanthropic documents.
- **Donor Engagement & Communication**
  - Prepare tailored donor presentation kits and pitch materials.
  - Support the Head of Fundraising/Philanthropy Officer during donor meetings and follow-up processes.
  - Track donor deadlines and ensure timely acknowledgements, updates, and responses.
  - Manage and record donor preferences and key insights in the CRM.
- **Philanthropy Administration**

FSD (Fondation suisse de déminage)

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- Oversee the day-to-day use and maintenance of the CRM (Hubspot): data entry, task tracking, tagging, and donor segmentation.
- Monitor reporting deadlines and coordinate internally to collect required materials (financial data, photos, project updates, etc.).
- Liaise with other departments to gather documents needed for donor relations.
- Ensure appropriate donor documentation is archived and accessible.
- **Budget Monitoring & Documentation**
  - Track and monitor philanthropy-related budgets and expenditures.
  - Assist with forecasting and allocation tracking for philanthropic income.
  - Provide support in reconciling philanthropic revenue with Finance team when needed.
- **Other**
  - Contribute to storytelling and donor-impact communications (e.g., success stories, testimonials).
  - Conduct small-scale benchmarking or research on philanthropic best practices.
  - Support logistics and materials prep for donor events or virtual presentations.

## **B. SUPPORT**

- **Private Donors relation – German speaking Switzerland**
  - Responds to phone calls and emails from German speaking donors, as well as all other requests (issuing donation certificates, sending payment slips, etc.).
  - Update the database (e.g. change of address, merger, duplicate donation certificates, deletion, donor profiles, etc...).
  - Use all opportunities to strengthen the support and loyalty of our donors.
- **Online & offline content production**
  - Translations to English and German of fundraising material.
  - Quality check of existing material.
- **Various fundraising activities** as required.

## **C. INFORMED:**

- Private donors fundraising strategy and activities.
- Operational topics.

## **D. CONSULTED:** Philanthropy strategy

## **MANDATORY COMPETENCIES**

This is an exciting opportunity for someone with strong multilingual writing skills and an interest in philanthropy to contribute directly to FSD's fundraising efforts. You'll have an impact by helping tailor our messaging to donors and ensuring our administrative processes support our long-term success.

- **Languages:** Native or near-native fluency in French, German, and English (spoken and written) – essential (at least C1 level of proficiency).
- **Writing Skills:** Proven experience writing high-quality proposals and reports, ideally for non-profit or philanthropic audiences.
- **Education:** Degree in communications, international relations, development studies, philanthropy, or a related field.
- **Experience:** Minimum 2 years of relevant experience in fundraising, communications, grant writing, client or donor relations, or administrative coordination, with strong writing and stakeholder engagement skills.
- **Skills:** Highly organized, self-motivated, collaborative, and adaptable; able to manage multiple deadlines and attention to details.
- **Software:** Comfortable with Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- **Work Permit:** Must have valid work permit for Geneva, Switzerland.

## GENERAL

- Work within the framework of FSD's core values, promoting its ethos and mission statement; especially impartiality and non-political alignment.
- Work towards achieving FSD organisation and programme level objectives.
- Stay informed of FSD global activities.
- Ensure familiarity with and adhere to all FSD policies, procedures, and security plan.
- Participate in meetings, networks, and seminars as and when requested by Fundraising Manager.
- Participate in FSD training activities as and when requested by Fundraising Manager.
- Undertake the role in a manner appropriate to respective cultural contexts and within all local legal frameworks.
- Undertake any other duties appropriate to the post as may be required.

## HOW TO APPLY

Please send your CV and a letter of motivation to the following email address: **job@fsd.ch** with the subject “**Junior Fundraising Officer - Geneva**”.