



Swisscontact, is looking for a **Corporate and Foundations Relations Officer (50%)** based in the United States. S/he will report to the CEO in Zurich. The Officer will also closely work with the Key Account Management and Fundraising Unit in Zürich and international Swisscontact development experts.

#### Experience

- At least five to seven years in foundation and corporation relations as a consultant or working for an organization
- Proven track record of soliciting and securing six- to seven-figure gifts
- Excellent verbal and written communications skills
- Strong interpersonal skills
- Experience working with international NGOs and/or multi-country fundraising preferred
- German and Spanish language skills are a plus, but are not required
- Experience in the field of international development in particular SME and VET/ skills development is preferred
- Must be a self-starter and comfortable working independently
- BA degree is required
- Familiarity with 501(c)(3) is preferred

#### Tasks

In General:

- Implement Swisscontact US fundraising strategy and US business plan
- Represent Swisscontact in the US and to the board of the 501(c)(3) "American Friends of Swisscontact Inc."
- Analyze the market
- Facilitate, establish and maintain contacts with both exiting and prospective donors

In Particular:

- Manage a portfolio of prospects and donors in the United States and Canada with focus on soliciting gifts of \$100,000 and higher. Secure fundraising income of \$1M and more annually.
- Facilitate relationships with prospective and existing donors in all aspects of the gift cycle including: identifying, qualifying, and initiating contact with potential donors; developing appropriate cultivation strategies, including working with volunteers; moving potential donors toward solicitation and closure; making solicitations when appropriate; and maintaining stewardship contacts with donors. Vis-it [www.swisscontact.us](http://www.swisscontact.us) for information on current and past US donors
- Identify opportunities to position Swisscontact in the United States for instance through presentation at conferences. Organize all details of these positioning efforts.
- Organize meetings with donors or prospects for senior Swisscontact staff.
- US travel in connection with donor visits and conferences: ½ or 1 day/ month. One trip to Switzerland annually. Additional international trips possible.
- Produce fundraising materials including but not limited to letters, emails, newsletters, proposals, Power-Point presentations, and reports. This includes drafting original copy and editing documents.
- American Friends of Swisscontact, Inc.: ([www.swisscontact.us](http://www.swisscontact.us))
  - Management: Manage board relations and organize two board meetings per year
  - Administration: File annual tax return, and take care of any other legal or accounting aspects

**Start Date:** April 1, 2012

This is a **part-time (50%) position**, based in the US (East Coast: For instance Washington D.C. or New York). It is preferred that the candidate would work from his or her own office. An office can be provided if needed. Remuneration is subject to negotiation.

**To Apply:** Please email your Word resume and cover letter attachments to [gisela.keller@swisscontact.us](mailto:gisela.keller@swisscontact.us).

**Application Deadline:** March 1, 2012