

VACANCY

Fundraising & Grants Officer

Work percentage: 50%

Fixed-term contract: Until 31 December 2022

Based in: Geneva, Switzerland

Report to: Fundraising & Grants Manager

Start date: as soon as possible

Applications deadline: on a rolling basis

The International Service for Human Rights (ISHR) is an independent, non-profit organisation with offices in Geneva and New York. This position offers a unique opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns. For more information, consult our website www.ishr.ch.

The position

The position is based in ISHR's office in Geneva, Switzerland. Under the supervision of the Fundraising & Grants Manager, the Fundraising & Grants Officer plays a key role in preparing proposals and reports to donors, and in grants management. The position holder will be part of the Fundraising team and will work closely with the Finance and Human Resource teams while supporting the broader global ISHR team.

Key responsibilities

The Fundraising & Grants Officer will be responsible for:

- Keeping the Grants overview up to date and assisting with other grants and administrative management tasks;
- Assisting with reporting and proposal development tasks, including organising discussions with programme and financial colleagues, drafting and finalising reports and proposals;
- Supporting ISHR's institutional fundraising by identifying potential sources of funding, in close cooperation with fundraising and relevant programme colleagues, and reaching out to potential donors
- Undertaking a survey of relevant contractual provisions, available budgets, project deliverables and timeframes in existing earmarked grants, based on existing ISHR grant tracking tools, and providing relevant updates about contractual conditions to relevant colleagues.

- Taking part in internal meetings and processes and providing updates and follow up with the group and Fundraising team
- Performing other tasks as needed.

Qualifications

Required

- University degree or diploma in international relations, social/political science, human rights, fundraising, business administration or development, or related fields;
- 2- 5 years of relevant professional experience;
- Excellent level of written and spoken English, including drafting and editing skills, plus proficiency in French;
- Strong command of Word and Excel;
- Experience working for an NGO desirable;
- Demonstrated interest and/or experience in human rights;
- Proven attention to detail, time management and organisational skills; experience in project management is a strong asset;
- Ability to multi-task and work independently under pressure to meet tight deadlines;
- Excellent communication and people skills;
- Able to work as a member of an international, agile and diverse organisation;
- **Swiss Work Permit or EU/EFTA national.**

Salary

The monthly gross salary is CHF 3000 for a position at 50%.

Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from systematically, historically and/or traditionally discriminated against groups, including women, persons of colour, LGBTIQ+ persons, persons with disabilities and other groups.

Applications

Please submit your application by filling out [this form](#) and attaching a cover letter, a CV (no profile picture please) and one writing sample. ISHR will review these products only for the purpose of this recruitment and will not use them for any other purpose.

In their cover letter, candidates should demonstrate their commitment to human rights and social change.

Applications will be considered on a rolling basis.

Incomplete applications will not be considered. **Only short-listed candidates will be contacted.**

Privacy policy

All applications will be handled in accordance with ISHR's [Privacy Policy](#).