

Vacancy Announcement

Fundraising & Grants Officer

Work percentage: 80%

Length: Open-ended contract

Location: Geneva, Switzerland or New York, USA

Start date: As soon as possible

Reports to: Fundraising & Grants Manager / Director of Development and Treaty Body Advocacy

Applications close: 8 February 2023 (midnight, New York time)

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 can either be based in ISHR's office in Geneva, Switzerland or in New York, USA. 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 Programme teams.

Key responsibilities

Under the supervision of the Fundraising & Grants Manager, the Fundraising & Grants Officer will be responsible for:

- 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;
- Assisting with reporting and proposal development tasks, including organising discussions with programme and finance colleagues, drafting and finalising proposals and reports ;

- Maintain an exhaustive overview 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;
- Maintaining the institutional grants overview up to date and assisting with other grants and administrative management tasks;
- Over medium to long term, and with guidance from fundraising colleagues, take responsibility for managing and supervising specific grants and donor relations
- Taking part in internal meetings and processes and providing updates and follow up with relevant internal clusters, working teams, including the Fundraising team.
- Performing other tasks as needed.

Qualifications

Required

- University degree in international relations, social/political science, human rights/development, business administration or related fields; or relevant work experience in fundraising for human rights/development;
- 2- 5 years of relevant professional experience;
- Excellent level of written and spoken English, including drafting and editing skills, proficiency in French desirable;
- Strong command of Word and Excel;
- Proven attention to detail, time management and organisational skills; experience in project and/or finance 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;
- Strong interest and commitment in human rights and social change.

Desirable

- Experience working for a human rights organisation.
- Experience in grants management and/or donor relations, especially with donors such as the US government, European Union, or any other [existing ISHR donors](#)

Salary

The monthly gross salary range for a position at **80%** is **CHF4800 to CHF5200** (depending on qualifications and experience).

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.

Applications will close on 8 February 2023 (Midnight, New York time) .

Incomplete applications will not be considered. Please note that due to the high volume of applications, only short-listed candidates will be contacted.

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