



Quaker United Nations Office

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JOB TITLE:	Fundraising Officer
REPORTING TO:	Interim Director
CONTRACT:	Part time at 50% for an initial 2 years maximum term contract, with the potential of renewal (subject to funding and organisational priorities)
LOCATION:	Quaker House, Geneva, Switzerland
STARTING DATE:	April/May or as soon as possible after
SALARY:	CHF 36,000 (full time equivalent CHF 72,000)

The Quaker United Nations Office (QUNO), Geneva, is seeking a well-qualified, highly motivated, part-time Fundraising Officer to join its small staff team, based at Quaker House, 13 avenue du Mervelet, Geneva.

Background to QUNO and Fundraising at QUNO Geneva

Established over 75 years ago, QUNO consists of two offices, New York and Geneva, providing Quaker witness at the United Nations. Working from a belief in the inherent worth of every individual, QUNO Geneva seeks to bring Quaker peace and justice concerns to international processes in the areas of peace and disarmament, human rights and refugees, the human impacts of climate change, and sustainable and just economic systems.

In addition to advocacy and technical analysis, our style of work is focused on “quiet diplomacy”: providing intellectual and physical space for dialogue, listening and learning including through off-the-record, informal, small-group conversations among diplomats, UN staff, NGOs, experts and others. We use our general consultative status at the United Nations’ Economic and Social Council and our observer status in several other international bodies to engage publicly with relevant UN processes.

A high proportion of our funding comes from Quaker sources, including individual Friends, Monthly and Yearly Meetings and foundations with Quaker grounding. We also receive funding from governments and other donors. This role is focused solely on QUNO Geneva but would involve liaison with the communications lead who is based in QUNO New York.

For further information please see our website at www.quno.org

Job Purpose

This is a new position established to support QUNO Geneva’s financial stability and grow its income, in line with our strategic vision and priorities. Under the supervision of the Interim Director, taking this forward through two workstreams:

- 1) Coordination and support to increase fundraising from grant making bodies
- 2) Coordination and support for outreach to retain and increase giving from Quakers (including individuals and through Quaker Meetings), QUNO Geneva Alumni and others supportive of QUNO’s work

Key Responsibilities

Strategy

- Develop a fundraising strategy for QUNO Geneva that includes institutional donors (foundations, governments and other grant making bodies) and individual giving, under the supervision of the Interim Director and in consultation with all relevant staff and the governance committee.
- Review and update the fundraising strategy as needed.
- Develop and maintain an understanding of the strategic vision and programme work enabling the identification of potential donors and effective communication of the work.
- Develop and maintain a good understanding of Quaker faith and practice, with reference to how

- Quakers and Quaker bodies are likely to wish to see their money used.
- Work with the Interim Director to ensure compliance with fundraising agreements with partner organisations.
- Report on fundraising activity and outcomes to the Quaker UN Committee, our governance board.
- Liaise with the communications lead (based in QUNO New York) on communications strategy in relation to fundraising.

Coordination and Support to Increase Fundraising from Institutional Donors

Implement the fundraising strategy in relation to institutional donors (foundations, governments and other grant making bodies):

- Research relevant donors and build and foster relationships with new and existing funders, establish new donor sources for QUNO.
- Coordinate fundraising including working with programme staff and Interim Director and Interim Deputy Director to support applications and donor reporting. Including:
 - Plan, write and coordinate funding applications and reports, working closely with relevant staff as needed
 - Ensure that effective systems are in place for timely and accurate recording, thanking and reporting of financial contributions from funding organisations
 - Identify new sources of funding
 - Update and maintain a database of existing and potential donors
 - Prepare materials to support fundraising (for example, core case for support, presentations etc)
 - Support and attend meetings with donors as needed.

Coordination and Support for Outreach, Including in Support of Increased Individual Giving

a. Outreach to Quakers and other supportive individuals

Implement the fundraising strategy in relation to Friends and Quaker Meetings and other supportive individuals, telling our story with the aim of increasing giving:

- Coordinate QUNO Geneva outreach through in-person and virtual attendance at relevant events.
- Coordinate and draft written contributions about QUNO's work to Quaker publications.
- Work with staff and governance committee to develop written materials, presentations and events to increase knowledge of QUNO's work, successes and plans.
- Ensure that effective systems are in place for timely and accurate recording, thanking and reporting of financial contributions from individuals and Quaker Meetings
- Work with the Interim Director and the Global Communications Lead (based in QUNO New York) to ensure coherence in outreach strategy and outputs.

b. Alumni Network

Planning and managing the establishment and maintenance of a network of QUNO Geneva Alumni (Summer School participants, Programme Assistants, other former staff) to enable regular contact and encourage individual giving. Including:

- Map existing contact lists
- Research and advise on platform
- Outline a sustainable offer: what will alumni receive (e-news, online events, etc)
- Establish the network and recruit members
- Manage communication with the alumni network
- Develop asks
- Monitor and report on engagement and impact

Required Values, Approaches, Knowledge, Skills and Experience

Values and Approaches

- Sympathy with Quaker values and testimonies.
- Commitment to the principles and practices of QUNO with regard to equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace, including in relation to issues of race, class, nationality, religion, age, gender, sexual orientation, and disabilities.
- Demonstrated ability to work and communicate respectfully with people of diverse backgrounds and who hold different perspectives.
- Familiar with consultative decision-making processes and able to adapt to changing situations and priorities.

Knowledge and Experience

- At least 4 years of fundraising experience, including development and implementation of strategy (preferably including experience with small and/or policy-focused organizations).
- Knowledge of fundraising regulation and best practice.
- Knowledge and experience of fundraising with institutional donors and a track record of raising income from trusts and foundations and other grant making bodies (preferably for small and/or policy-focused organizations).
- Experience of donor research to identify prospective trust funders
- Experience of working with staff who deliver services and activities to develop strong and relevant case for support documents
- Knowledge and experience of fundraising with individual donors (preferably including Quaker or other faith communities).
- Degree or equivalent qualifications or experience in a related field (a certificate or diploma in fundraising is desirable).
- Demonstrated interest in the UN and other multilateral processes, ideally in relation to peace, justice or sustainability.

Skills

- Good inter-personal and influencing skills
- Ability to communicate effectively and concisely, both in writing and orally in English (French, or another UN language is an asset)
- Sensitivity to respond appropriately to a range of audiences
- Ability to work collaboratively as part of a team
- Ability to manage conflicting demands within tight timeframes and finite budgets
- Ability to develop systems and initiative to propose improvements when needed.
- Numeracy and ability to analyze data (including financial), distilling that which is relevant to job objectives or decision making, checking its accuracy, and acting on it or presenting it clearly for others to act on, as appropriate.
- Computer literacy
- Ability to work independently and take initiative, while embracing new challenges as learning opportunities.

Conditions of Service

Work status: Requirement: Swiss citizenship or eligibility for employment in Switzerland.

Starting Salary: CHF 36,000 gross per annum for a 50% appointment (equivalent to CHF 72,000 gross full time). QUNO provides employer's contribution to social security, pension and accident insurance. The employee is responsible for and required by law to have health insurance.

Contract duration: This is offered initially as a 2-year maximum term contract with a period of three months for notice of termination by either party after the probation period (during which the period for notice of termination is one month). Conversion into an indefinite term contract may be possible depending on the organization's resources and priorities.

Holidays: 13.5 days per annum (equivalent to 27 days per annum full time), in addition to Geneva public holidays and in addition to the period the QUNO office is closed between Christmas and New Year. Timing of vacations is to be agreed in advance with the Interim Director.

Closing date for completed applications: 17 March 2025

Interviews: Anticipated for week of 24 March 2025 (these will take place in hybrid format)

Starting: April/May 2025 or as soon as possible afterwards.

TO APPLY

Please send your curriculum vitae and a cover letter by email to gunojob1@guno.ch clearly indicating 'Fundraising Officer Application' in the subject line.

Your application must be in English and should include:

- Curriculum vitae covering:
 - summary of your education and relevant employment history,
 - basis of your eligibility to work in Switzerland
 - names and contact details of three references who we may contact, including, if possible, your most recent employer (indicating whether we should ask you before contacting them)
- Cover letter covering motivations for working with QUNO and an assessment of how your experience and qualifications match this job
- Recent sample of written material that you drafted or coordinated (e.g. excerpt from an application, thank you letter, information for prospective donors, etc.)

Incomplete applications will not be considered.

All applications will be treated in confidence.

While we are grateful for all applications, we regret that we can only respond to shortlisted candidates.

QUNO is an equal opportunity employer. In keeping with the Quaker testimony of equality, we strive to be an organization that welcomes, values, and respects the different perspectives of every individual. We embrace diversity and welcome candidates of different ethnic, racial, gender identity, sexual orientation, and religious backgrounds.