

Fundraising Officer - Philanthropy

1 position based in Lausanne – 80-100% – open-ended contract

Fondation Hironnelle is a Swiss non-profit organization working to ensure that people facing crises have access to reliable, local, independent information. It has been supporting local media and journalists in fragile contexts for over 30 years (since 1995). With a global remit and local roots, it creates spaces for dialogue, to strengthen social cohesion in fragmented societies.

Purpose of the role

The Fundraising Officer supports the Head of Fundraising - Philanthropy in mobilising financial resources in achieving Fondation Hironnelle's strategic objectives. S/he will support the department by increasing the proposals writing skills, developing prospection, optimising synergies with the communications and MEAL departments and boosting efficiency. Under the supervision of the Head of Fundraising – Philanthropy, this role involves researching, engaging, and profiling potential major donors. Responsibilities include developing donor profiles, conducting due diligence to ensure compliance with acceptance policies, and collaborating internally to prepare proposals in English, German, or French. You will manage and update the donor database, follow up on applications, prepare reports, issue fiscal certificates, and help organizing donor meetings or events. Additionally, you will support campaigns, contribute to tool selection, and assist in various team initiatives.

What we are looking for:

- You bring at least three years of experience in a similar role and ideally have worked with CRM systems.
- You excel in interpersonal and communication skills and have proven strengths in writing and editing.
- You are organized, thorough, and can work autonomously, approaching tasks with empathy, enthusiasm, and optimism.
- A strong team player, you're also objective- and results-driven.
- Proficiency in the Windows environment, including Word, Excel, and PowerPoint, is essential.
- Fluency in English and (Swiss-)German is required, and knowledge of French is a plus.

Applications: please address your complete application file (CV, motivation letter, work certificates) to rh@hironnelle.org (subject: « Fundraising Officer »). Applications close on 29 November 2024. Expected starting date: **January 2025**.

Conditions: Competitive salary and conditions. Fondation Hironnelle has zero tolerance for all forms of sexual exploitation, sexual abuse and harassment, and abuse of power within its ranks. [Please read our Policy on Prevention of Sexual Abuse, Exploitation and Harassment for more details.](#)