



## ADVERT

<b>Position Title:</b>	<b>Fundraiser and Resources Manager</b>
<b>Work level:</b>	80-100%
<b>Reports to:</b>	Director
<b>Type of contract:</b>	Permanent position
<b>Duty station:</b>	Geneva

Child Rights Connect is an independent, non-profit organisation founded in Geneva in 1983. We are the largest international network for children's rights, linking children's rights defenders to the United Nations human rights system. Through our 84 member organisations, we reach out to almost every country on the globe.

### Main responsibilities

- Develop and manage Child Rights Connect's business operations (office administration, financial management, human resource management, network management, communications, IT).
- Lead the development and implementation of the organization's fundraising strategy
- In close cooperation with the Director, contribute to overall development of the organization and its strategic and policy framework
- Recruit, manage and supervise the team members for operations in accordance with internal policies.

### Main tasks

#### *Operations Management*

- Develop the framework for Child Rights Connect's operations and operational sustainability
- Develop and ensure the implementation of an effective and efficient set of management processes, procedures, policies and tools for the organization
- Lead the team members for operations develop work plans, budgets and reports for the organization
- Ensure effective approach and systems for managing knowledge within the organization
- In cooperation with the Director, support the Executive Committee to carry out its duty by providing it with accurate information on the financial and administrative situation of the organisation.
- Ensure that Child Rights Connect's operations are conducted in a manner that is fair, ethical, lawful, accountable, efficient and sustainable.

#### *Fundraising*

- Develop and regularly update the fundraising concept, continuously increase and diversify the funding base of Child Rights Connect.
- Coordinate and implement all fundraising activities, with the support of the members of the Executive Committee, the Director and the programme team.
- Establish and sustain strong working relations with current and potential donors and other stakeholders and represent Child Rights Connect externally in relevant forums.
- Support organizational resource mobilization efforts by identifying funding opportunities and supporting the development of high quality proposals and negotiations with individual and institutional donors
- Ensure timely and high quality reporting on grant projects to donors

#### *Network management*

- Support the director to further develop the Child Rights Connect network.
- In close cooperation with the Director, organise, participate in and follow up the meetings of the Executive Committee and the General Assembly.

#### *Team management and other responsibilities*

- Ensure effective cooperation in the operations team and professional documentation of ongoing developments.
- Carry out any other duties requested by the immediate supervisor.

### **Qualifications**

#### *Professional qualifications*

- Postgraduate University Degree (Master or equivalent) preferably Business Administration.
- Strong interest for and understanding of international human rights work, especially in relations to children's human rights.
- Minimum three years of experience in fundraising and a track record in successful fundraising & resource mobilization
- Minimum two years of experience in operations management and team leadership & management.
- Proven experience in financial management
- Excellent spoken and written communication skills in English, French and German, including ability to draft different types of material in a clear and concise manner.
- ICT skills including Microsoft Office, database management and web-based management systems

#### *Personal qualifications*

- Excellent judgement, strategic thinking, analysis and planning, decision-making and problem solving skills.
- Excellent communication and representation skills.
- Strong leadership skills and a good sense for managing staff in an empowering manner.
- Strong sense of responsibility and ability to work independently.

#### APPLICATION PROCESS:

Please send a CV, a letter of motivation, work certificates and diplomas to [recruitment@childrightsconnect.org](mailto:recruitment@childrightsconnect.org) with the email subject: **Application for Fundraiser and Resources Manager 2017.**

*Please note that due to the high number of applications, we will not review incomplete applications and only short-listed candidates will be contacted.*

#### **Deadline:**

Applications should be submitted via email by **15 March 2017 COB.**

#### **Interviews:**

Interviews are planned to take place the week of 20 March 2017 at Child Rights Connect's office or via Skype.