

Fundraising and Partnership Manager

Reports to Executive Director

Location Geneva, Switzerland

Position type Full time

Contract type Permanent

Start date asap

Background

FDI World Dental Federation is a Swiss-based not-for-profit organization. It serves as the principal representative body for over one million dentists worldwide. Founded in Paris, France in 1900 it is one of the oldest organization's in the field of dentistry. Its membership includes some 200 national member associations and specialist groups in over 130 countries. FDI is the global voice of the dental profession and works with its member organizations to improve the oral health of people worldwide. It is in official relations with the World Health Organization and works closely with other UN agencies.

Role

We are seeking an experienced Fundraising & Partnership Manager, preferably with experience of working in the field of oral health/health. This is a fast-paced and varied role, which requires engagement across a broad range of stakeholder groups. You will have a demonstrable track record of creating, managing and delivering multi-faceted fundraising campaigns. You must have experience of working in a multicultural environment and have excellent interpersonal skills with the ability to multi-task. You will work closely with the Public Health & Education department and the Communications & Advocacy department, as well as with committees and experts of the Federation.

The successful candidate will have strong knowledge and experience of fundraising from corporate partners and foundations. They will need to be able to fundraise for restricted funds (projects) and unrestricted funds (international awareness campaigns and advocacy).

Main duties and responsibilities

- Research and understand donors and potential donors' work and aim to develop partnerships on activities of shared interest
- Prospect potential donors
- Consolidate and grow existing donors
- Draft funding proposals
- Draft narrative and financial reports



- Keep the donors' database updated
- Secure funding for World Oral Health Day
- Secure funding for Advocacy activities

Requirements

- A good understanding of the healthcare and non-profit sector
- Excellent interpersonal and presentation skills
- Excellent negotiator
- Excellent communications skills
- Excellent oral and written English communications skills (fluency in other language(s) an asset)
- Excellent team worker with a positive, solution-focused approach to work
- Willingness to travel
- Valid permit to work in Switzerland

Desired skills and competences

- At least 5 years of experience in fundraising for an NGO
- Strong interest in oral health
- Proven ability to work effectively in a multicultural setting
- Strong problem solving and multitasking skills

How to Apply

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume in English in strict confidence by email only to: karem@darylupsall.com

Please ensure that they are sent as Word or PDF documents with the titles "your name cover letter" and "your name CV", please put "FDI FR and Partnerships Manager" in the email subject line.

Deadline for applications: Sunday May 3rd, 2020