



Do you want to bring more joy to the lives of children?

Then we have a new challenge for you as our:

Grant Manager (m/f/d) 60-80%

Worldwide, 1 in 10 children grows up without parents or is in danger of losing them. At SOS Children's Villages we help every child grow up with the love and support of a family. We believe children deserve more than just survival. They have a right to grow up in a safe and caring family environment, giving them the best chance of a secure future.

We are looking for you to join our philanthropy team as our new Grant Manager.

How your challenge looks like:



In this newly created position, you will research and identify potential funding opportunities that align with the organization's mission and goals. Together with the Head of Philanthropy, you will develop and implement an institutional fundraising strategy. You will write, edit and submit grant applications and proposals, including log frames and budgets. You ensure that all funding applications comply with donor's guidelines and that all regulations are adhered to. This includes maintaining relationships with funders and partners, as well as tracking grant expenditure and preparing financial and program reports. You will coordinate with various departments (especially program and finance) to conduct evaluations of grant-funded programs to measure success and ensure compliance with grant requirements.

In short, you will establish the position within the organization and ensure that it is continuously developed.....

... while having room to work independently as well as bringing new ideas into the organization.

What you can look forward to :



- Being part of a committed team that is ambitious and passionate about helping children in need and that enjoys making a difference together
- An exciting opportunity to establish a new role in the organization, to contribute creative ideas, and implement them independently
- Short communication and decision-making channels and a lean organisational structure
- Employee development and support for training/further education
- Hybrid working: Office with shared desk solution and home office (50% of working time)
- 40-hour week, 5 weeks holiday, time recording with time compensation
- Our office dog (Mondays and some Fridays)
- Place of work: Looslistrasse 15, 3027 Bern
- The knowledge of using your skills for a meaningful cause

What we would wish for:



- University degree in a relevant subject
- Proven experience as a Grant Manager or similar role in the non-profit sector
- Experience in researching and applying for funding opportunities
- Excellent knowledge of fundraising strategies and donor relations unique to the non-profit sector
- Budgeting experience, knowledge of auditing policies
- Knowledge of major Swiss and international donor agencies
- Methodical and strategic thinking
- Strong written and verbal communication skills in English and one of German or French
- Project management skills. Ability to manage multiple tasks and meet deadlines
- Proficiency in MS Office and fundraising software
- Application deadline: 30.11.2024

We are looking forward to your application!

Your complete application dossier* can be sent to:

bewerbungen@sos-kinderdorf.ch

*incl. Motivation letter, CV, Diplomas and Certificates

If you want more information on the position, you can contact me:

Marc Kempe, Head of Philanthropy and Partnerships

marc.kempe@sos-kinderdorf.ch



You want to learn more about SOS-Children's Villages?



Zum Video

Zum Magazin



Besuch uns auf Instagram

