



International
Code of Conduct
Association

Job Description

Position: Fundraising & Philanthropy Expert (40%)

Reporting to: Executive Director

About ICoCA: The International Code of Conduct for Private Security Service Providers' Association ("[ICoCA](#)"), founded in September 2013, is a multi-stakeholder initiative created to promote, govern and oversee the implementation of a Code of Conduct for private security companies that operate notably in high risk and complex environments. The objective of the Code is to promote increased respect for human rights and humanitarian law and to raise standards of operational conduct throughout the private security industry.

ICoCA is seeking to appoint an innovative entrepreneurially minded Fundraising & Philanthropy Expert to develop ICoCA's fundraising strategy and secure donations from major donors, including the private sector.

Purpose of Role:

The role of the Fundraising & Philanthropy Expert is to develop and implement ICoCA's fundraising strategy, sourcing and onboarding key donors. The Fundraising & Philanthropy Expert will ensure steady progress is made towards generating income from major donors, individuals and the private sector.

The candidate will be highly motivated with proven experience securing major gifts. Working for a relatively young organization, the ideal candidate is someone who can integrate into a small and dynamic team S/he must be able to maintain a positive and creative work environment with good work ethics and abide by [ICoCA values](#).

Responsibilities:

The Fundraising & Philanthropy Expert will be responsible for:

- Developing an innovative fundraising and philanthropy strategy.
- Developing and cultivating a highly international network of potential donors and/or partners, including High Net Worth Individuals in Switzerland and internationally.
- Onboarding major donors, and planning, implementing, managing, and coordinating the stewardship activities of the Association donors.
- Working with ICoCA Board members to identify prospects from their networks and develop appropriate cultivation strategies to secure high level gifts.
- Ensuring appropriate and timely follow-up of donors following the receipt of pledges
- Delivering against—and updating as necessary—the fundraising and philanthropy strategy for sourcing and onboarding major donors.
- Supporting the development of foundational documents and appropriate supporting documents to guide the fundraising and philanthropy strategy.
- Identifying best practices and lessons learned directly linked to fundraising activities and contributing to early monitoring and evaluation efforts.

Qualifications and Skills

Fundraising & Philanthropy Expert position is designed for candidates with:

- A minimum of 10 years of progressively responsible experience as an international resource mobilisation executive.
- Good knowledge and networks across a variety of environments.
- A track record of successfully concluding deals with major donors, including in private sector fundraising, philanthropy and partnerships and being a trusted steward of those resources.
- Strong leadership, influencing and negotiating skills and aptitude to work with flexibility, autonomy and entrepreneurship, both individually and as part of a complex team effort.
- Comfort with and/or experience of operating in a lean, start-up environment.
- Experience of working within or alongside strategic communications and brand-building professionals.
- Superior interpersonal and communications skills and proven capacity to build excellent relationships with key stakeholders, particularly with High Net Worth Individuals in Switzerland and internationally.
- Strong analytical skills, database proficiency and outstanding budgetary and financial skills, including target setting and monitoring and proficiency in Excel.
- Demonstrated record of setting clear standards for accountability, value for money, risk management and zero tolerance to fraud and corruption.
- Advanced university degree (Master's degree or equivalent), in business administration, corporate special responsibility, international relations, communications or related fields.
- Experience working in an international environment and with people from different cultural backgrounds and cultural sensitivity.
- Fluent in French and English (excellent oral and writing skills), other language an asset.
- Preferably valid working permit for Switzerland or Swiss national.

Location: Principal location of work is at the ICoCA's headquarters in Geneva, Switzerland.

Compensation: Compensation will be commensurate with experience, and is competitive with public interest and not-for-profit pay scales.

ICoCA is committed to create an inclusive and diverse work environment that values individual differences in the workforce and ensures that everyone feels welcome and safe.

Duration: The position will be offered on a one-year contract which can be renewed dependent on performance and availability of funding.

Individuals interested in this opportunity should submit a CV (max. two pages) and a motivation letter to: secretariat@icoca.ch

The deadline for applications is **13 September 2021**.

Only short-listed candidates will be contacted.