



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Director, Global Fundraising</b>
<b>EMPLOYMENT RATE</b>	100%
<b>TYPE OF CONTRACT</b>	open ended
<b>LOCATION</b>	World Scout Bureau Central Office in Geneva with frequent travel worldwide
<b>REPORTS TO</b>	the Secretary General
<b>OBJECTIVE OF THE POSITION</b>	Develop and implement a sustainable fundraising strategy and grant management process to secure funds for WOSM core structure and ad hoc projects.
<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>▪ Develop a sustainable strategy to successfully access institutional funding within the first 2 years.</li><li>▪ Develop an electronic global direct marketing strategy with goals, budget and time frame to access the public at large, focusing on former scouts and their networks.</li><li>▪ Help in the design of funding propositions to targeted audience, based on beneficiaries needs.</li><li>▪ Monitor successful implementation of projects, assuring its compliance with donors requirements.</li><li>▪ Manage donor relations by gathering project and financial information to provide tailor made reports to donors.</li><li>▪ Liaise with the "Joint Fundraising Unit" to assure smooth relationship and coordinated actions between WOSM and the World Scout Foundation.</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>▪ 10 years experience in fundraising for non-governmental agencies, with proven record of successful multi-million US\$ of funds raised.</li><li>▪ Knowledge and understanding of institutional donors and private individual donors.</li><li>▪ Proven experience in creating and managing electronic direct marketing campaigns.</li><li>▪ Experience in monitoring and reporting on multi-million US\$ projects.</li><li>▪ Significant experience in database management.</li><li>▪ Strong skills in planning and management, against budget, timescale and deadlines.</li><li>▪ Experience in negotiating contract and managing donors.</li><li>▪ Experience in working with both paid staff and volunteers.</li><li>▪ Knowledge in the fields of youth and education is an asset.</li></ul>
<b>PERSONAL PROFILE</b>	<ul style="list-style-type: none"><li>▪ University graduate/post-graduate or similar professional experience.</li><li>▪ Self starter, autonomous, rigorous and creative</li><li>▪ Result oriented and pragmatic</li><li>▪ Strong organisational management and planning skills</li><li>▪ Capacity to make strategic recommendations</li><li>▪ Strong interpersonal and communication skills with an ability to build relationship with colleagues at HQ and in culturally diverse environments in the field (regional offices and other stakeholders)</li><li>▪ Fluent in English and French, with strong writing skills. Other languages are an asset.</li></ul>