

To learn more, visit us at: <https://www.peak15health.org>

Job title: Fundraising Engagement Volunteer

About PEAK15health

Our world faces reoccurring global health challenges and restrictions to access. We must nurture local communities to build skills and resilience to help curb the cycle of health challenges and become ambassadors of positive health change.

PEAK15health is an official Swiss charity and non-profit organization (NPO) based in Switzerland. By building gateways between 'Our Champions' and 'Our Mentors', we enable the transfer of meaningful public health knowledge to the field through our local and international NGO partners.

We offer practical educational programs for 'Our Champions', bringing high-quality public health seminars relevant to each community's needs. These tailored forums are provided by 'Our Mentors' derived from the PEAK15health network of leading international public health and subject matter experts.

Your empowerment

Reporting directly to the Treasurer of PEAK15health. You will be regularly engaging with the Board and general Organization members comprising individuals with decades of public health, healthcare, and education industry/sector experiences.

What we are looking for

PEAK15health is looking for a passionate individual to join our fundraising team as a volunteer. As a Fundraising Volunteer, you'll play a vital role in supporting our mission to empower our international projects in helping communities achieve optimal health and education. We offer a flexible and rewarding experience where you can make a real difference to people's lives. You will also play a key role in maintaining accurate fundraising records and process all activities in accordance with the Organization's principles and codes of ethics in both a timely and compliant manner.

Responsibilities:

- Develop and implement engaging fundraising strategies and campaigns launches events, reporting to the Treasurer
- Close cross-functional working partnerships with the Communications Officer and Social Media experts to ensure fundraising activities are closely aligned with communications and media strategies.
- Online fundraising: Support online appeals, and via the Social Media expert and Communications Officer boost social media engagement to maximize donations.
- Face-to-face fundraising: Co-create and execute on the organization of fundraising events/galas.
- Bring new ideas! We encourage innovation and creativity in fundraising.
- Engage with your PEAK15health team: Feel like an integral part of a dedicated community.

- Optimize existing, and co-create new processes (standard operating procedures) where needed.
- Create logs and maintain records of all fundraising activities.
- Create metrics of fundraising activities, and clearly communicate upsides and risks.
- Able to maintain via good documentation practises all core files in accordance with Organization financial requirements.
- Regularly present monthly/quarterly/annual financial reports to the Board and sponsors.
- A strong collaborator and used to working in a cross-matrix environment.
- Participate in key NGO Implementing Partner meetings relating to project planning and budget.
- Research potential funding opportunities, draft compelling grant applications, and ensure submissions meet deadlines and funder requirements.
- Building and managing donor relationships.

Qualifications:

- Passion for PEAK15health's mission and values.
- Excellent English communication (fluent/native), and interpersonal skills.
- One additional UN language (Arabic, Chinese, English, French, Russian and Spanish) is seen as a plus.
- Strong attention to detail and organizational skills.
- A positive attitude and a willingness to learn.
- Flexibility and adaptability to different events and activities.
- Ability to handle confidential information with discretion.
- Experience with customer relationship management (CRM) systems is a plus.
- Strong financial software skills (Microsoft Excel etc.)
- Experience of building new systems and operating procedures.
- Ability to work independently and as part of a team

Benefits:

- Make a difference: Directly contribute to improving the health and wellness of individuals in need.
- Gain valuable experience in fundraising within both the fields of public health and international NPO environments
- Be part of a dynamic and supportive team
- Flexible schedule
- No office based work i.e. able to work efficiently remotely

Work-time required in this role:

This role is part-time and will require 10-15% FTE or approx. 5-7h /week of your dedicated time.

Remuneration

This is a voluntary program based on its non-profit organization status, and start-up phase. As with all other Organization members at this stage, no salaries are provided, only 100% passion and time dedicated to a good cause, looking to make a meaningful public health difference.

If this excites your imagination to learn side-by-side with industry/sector leaders and drive your aspirations to new heights whilst bringing a direct impact and change to global public health, then this is for you.

Email us your CV, and one-page motivational cover letter describing your translational hard and soft skills that makes you a good candidate fit for this role: careers@peak15health.org