



Switzerland for UNHCR
hires a
Philanthropy Manager

Contract Type: Permanent, 100%

Starting date: As soon as possible

Department: Strategic Partnership

Level: Manager

Location: German-speaking region of Switzerland, ideally in a top urban area. The work requires flexibility to travel to meet partners in all German speaking Switzerland and Liechtenstein.

Make your next job one with purpose

Do you believe in a world where everyone has a safe place to call home?

Switzerland for UNHCR (CH4U), the Swiss Foundation supporting the UN Refugee Agency, is looking for a Strategic Partnerships Manager to contribute to the strategic and operational Private Philanthropy Resource Mobilization in Switzerland and Liechtenstein with a particular focus on individual high-value donors in the German-speaking region of Switzerland and Liechtenstein.

The selected candidate will lead and further develop the major donor fundraising activities of the organisation, driving strategy implementation, conducting prospect research, and managing a robust pipeline of Ultra-High-Net-Worth Individuals (UHNWI) and major private donor prospects.

Working in close coordination with the Philanthropy team in the Partnerships and Philanthropy Unit of CH4U, the Strategic Partnerships Manager will identify, cultivate and engage UHNWI and prospective major private donors in German-speaking Switzerland and Liechtenstein, with the aim of converting them into committed supporters of UNHCR's mission. The manager will develop major donor relationships and secure transformational gifts for UNHCR programmes.

The candidate will be instrumental in growing CH4U's major individual giving portfolio and identifying new private philanthropy opportunities in the market. This work is carried out under the supervision of the Head of Strategic Partnerships.

We are not just another nonprofit. We are part of a global humanitarian movement, working every day to support people forced to flee war, conflict, and persecution. And we need passionate people like you to expand our impact.

What you will do

As our Philanthropy Manager, you will:

- **Identify & Research** — Build and manage a high-quality portfolio of UHNWI and major private donor prospects in German-speaking Switzerland and Liechtenstein; leverage an existing personal network of UHNWI and private philanthropists to identify new pipeline opportunities; conduct rigorous prospect research to inform tailored engagement strategies and cases for support
- **Reach Out** — Identify, approach and convert UHNWI prospects into major donors for UNHCR; ensure an appropriate strategic and tactical response to prospects in the event of humanitarian emergencies
- **Cultivate** — Design and implement bespoke, multi-year cultivation plans for each UHNWI prospect; build and nurture meaningful relationships with UHNWI and private philanthropists, ensuring high-touch engagement at every stage of the donor journey; contribute to positioning UNHCR as the cause of choice among Swiss and Liechtenstein philanthropists, including through the organisation and attendance of high-level donor engagement events and networking occasions
- **Solicit** — Develop compelling, tailored donor propositions and cases for support that inspire transformational giving; conduct major gift solicitations with confidence, tact and skill; deploy advanced negotiation techniques to close six- and seven-figure commitments from individual philanthropists; proactively identify new giving opportunities for UNHCR
- **Steward** — Ensure exemplary donor stewardship: deliver personalised recognition, impact reporting and ongoing engagement to maintain and deepen long-term philanthropic relationships; when needed, accompany donors or prospects to visit field operations to deepen their connection to UNHCR's work
- **Renew** — Manage and grow an active portfolio of high-value individual donors; design and implement multi-year stewardship plans that sustain and deepen commitment beyond the initial gift close; proactively identify opportunities for increased and diversified giving
- **Strategy & Compliance** — Contribute to the development, monitoring and evaluation of Switzerland for UNHCR's major individual giving strategy; apply UNHCR's due diligence and compliance framework rigorously in all donor interactions and gift acceptance processes

Willingness to work occasional evenings and weekends for donor engagement and networking events is required.

What You bring

You are a seasoned major donor fundraiser with a proven track record in individual philanthropic giving at the UHNWI level. You bring deep knowledge of the philanthropic landscape in Switzerland and Liechtenstein, an established personal network of private donors and prospects in German-speaking Switzerland, and the gravitas and relationship skills to operate at the highest levels of wealth and influence.

You are a passionate, results-driven professional with extensive experience in major individual giving, ideally gained within the Swiss or Liechtenstein philanthropic market. Experience with an international NGO or humanitarian organisation is a strong asset.

We are looking for someone who has:

- 7 - 8 years' relevant experience including several at similar level
- Experience and understanding of the humanitarian, development and sustainability sectors
- Graduate or post graduate degree
- Very strong ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Very clear and systematic thinking that demonstrates strong judgment and problem-solving competencies
- Creative and analytical thinker with strong problem-solving skills
- Very well organized and structured with high attention to details, accuracy and results oriented
- High emotional intelligence and cultural sensitivity; ability to navigate complex personal and family dynamics in a philanthropic context and build trusted, long-term relationships with donors and their advisors
- Excellent written and oral communication and interpersonal skills in a fast-paced multi-cultural and multilingual environment
- Very good capacity to work autonomously as well as a team player
- Very strong ability to interact with internal and external stakeholders with very strong negotiation and advocacy skills
- Comfortable at participating in the exploration of new areas of activities, challenging ideas and projects
- Very good capacity to use natural leadership to motivate and create partnerships with various stakeholders
- Knowledge, interest and a strong commitment for the work and mission of UNHCR and the refugee cause
- Excellent command of English and (Swiss-)German, other Swiss national language (FR/IT) is considered an asset
- Excellent computer skills and knowledge of MS Office applications
- Demonstrated track record of personally soliciting and closing six- and seven-figure gifts from Ultra-High-Net-Worth Individuals and major private donors
- Good knowledge of the Swiss fundraising environment, regulatory framework and market trends
- Exceptional presentation, communication and persuasion skills; able to convey UNHCR's mission and impact in a compelling, concise manner tailored to a sophisticated philanthropic audience

Why Join Us?

- Work for a cause that truly matters
- Collaborate with a motivated, supportive and mission-driven team
- Be part of an agile and growing Foundation
- Get exposure to international humanitarian operations
- Enjoy a flexible and hybrid work environment

Apply Now

Ready to bring your talent to a mission that saves lives? Submit your CV, motivation letter, and relevant documents by 28 May 2026 via our recruitment page.

Applications will be reviewed on a rolling basis — early applications are encouraged!

Switzerland for UNHCR is proud to be an equal opportunity employer. We strongly encourage applications from candidates of all backgrounds (including those who have personally experienced displacement) and are committed to supporting others forced to flee.