Job Vacancy Announcement – Fundraising Officer for Programmes Promoting Sustainable Infrastructure Internationally (Internship)

About Global Infrastructure Basel Foundation (GIB)

GIB is a Swiss foundation based in Basel active since 2008. GIB’s vision is a world in which investments in social, economic and physical infrastructure lead to inclusive, sustainable and resilient communities and ecosystems. We work towards this vision through a plethora of projects and programs which include: capacity building and training workshops, global development and implementation of the SuRe® Standard in different projects, managing a network of Nature-Based Solutions (NBS) international actors, organizing event, webinars, workshops and developing tailored made solutions for different stakeholders.

GIB is managed by ecos, a Swiss consulting company for sustainability affairs based in Basel, Switzerland.

If selected for this job, you will join a small, dynamic and multidisciplinary team of professionals working at the cutting edge of global sustainable and resilient infrastructure theory and practice.

Job Profile
— Type: internship
— Start date: 15th January 2021 or by mutual agreement
— Location: Basel, Switzerland (normally office-based, however, mixed office/home office depending on COVID-19 situation).
— Duration: 6-9 months
— Percentage: 60-100%
— Travel required? : no travel required during COVID-19, some travel may be required after COVID-19 measures are lifted.
— Deadline for applications: Monday, 14th December CET
— Other requirements: A Swiss work permit or EU citizenship is a requirement.

About the position – Fundraising Officer for Programmes Promoting Sustainable Infrastructure Internationally (Internship) (60-100%)

We are looking for a passionate and dynamic person who can support the GIB team with its fundraising efforts with a wide range of stakeholders. This includes but is not limited to keeping track of funding opportunities, supporting with proposal writing and submission, engaging directly with stakeholders. As part of this internship you will also be involved in different projects and provide support in different content and administrative tasks from day one. Our ideal candidate would also have a strong passion for sustainability, infrastructure and share GIB’s core values.

At GIB we take inclusivity and equality very seriously, we strongly encourage all individuals of any gender, persons with disabilities and persons of any age to apply, we promise we will consider your application carefully and fairly.

Your tasks will include:
• Researching and monitoring of funding opportunities from public and private sources, including grants, tendering processes and others.
• Keeping track of submission deadlines and requirements.
• Support in preparing tendering documents and proposals together with other GIB team members.
• Developing innovative concept notes for fundraising proposals.
• Contacting prospective funders, donors and clients or provide follow-up as per coor-
dination with other GIB team members.
• Support in developing a fundraising and customer relationship management ad hoc
for the GIB Foundation.
• Support other GIB projects in different content, reporting and administrative related
tasks.

You meet the following professional criteria:
• An advanced university degree in a related field: engineering, business, manage-
ment, international relations, sustainability, or similar.
• Excellent communication and interpersonal skills.
• Excellent oral and written skills in English is a must. Must be equal or equivalent to
C2 level.
• Proficiency in German, French is a strong advantage.
• Proficiency in another language is an advantage.
• Experience in fundraising and stakeholder engagement activities is an advantage.
• Good understanding of, and interest for sustainability or infrastructure is required.
• Experience in writing proposals, reports and professional communication is required.
• User-level proficiency in Microsoft Office is required.

Our ideal candidate has the following personal attributes:
• Proactive, solution-oriented and able to seize opportunities
• Open-minded personality and positive attitude
• Team-player
• Flexibility to adapt quickly to ever-changing priorities and environment
• Demonstrate a high degree of self-motivation and independence
• Strong time-management skills
• Be well organized and good at managing several tasks simultaneously
• Openness for traveling at home and abroad (once COVID-19 restrictions are lifted).
• IT Literacy including: Word; PowerPoint; Excel; Outlook.
• Share GIB’s core values

Application Process
If you meet the above requirements, please submit your application in English by e-mail to
info@gib-foundation.org before the deadline.
Your application should include:
- CV in English (detailing your work permit status)
- Brief Motivation letter in English (1 page max.) explaining why you are the best candidate for the position and why you would like to join our team.

Shortlisted applicants will be contacted by e-mail or phone and invited for an interview. Please note that for GIB the wellbeing of our team is of the utmost priority, therefore all interviews will all take place virtually.

If you have any questions or comments, please don’t hesitate to reach out at: info@gib-foundation.org