



Resource Mobilization and Development Officer

About the IAS:

The mission of the International AIDS Society (IAS) is to lead collective action on every front of the global HIV response through its membership base, scientific authority, and convening power.

Founded in 1988, the IAS is the world's largest association of HIV professionals, with members from more than 180 countries working on all fronts of the global AIDS response. Together, we advocate and drive urgent action to reduce the global impact of HIV.

The IAS is the steward of the world's two most prestigious HIV conferences – the International AIDS Conference and the IAS Conference on HIV Science. These conferences have established a gold-standard meeting that convenes the world's top scientists, civil society members and policymakers to jointly discuss the fight against HIV.

We promote and invest in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

Details of Employment:

The Resource Mobilization and Development Officer will be based in Geneva, Switzerland and report to the Director, Development and Performance. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The Resource Mobilization and Development Officer together with the department director and other team members will ensure that IAS engages strategically and effectively with government, philanthropic and corporate donors and sponsors to meet revenue targets and broaden IAS' base of support. To this end, the successful candidate will manage relationships, identify funding opportunities, develop proposals, help negotiate agreements and ensure compliance with donor requirements. The ideal candidate will combine creativity in translating IAS' capabilities into compelling offerings to funders with a keen sense of the steps and processes involved in ensuring successful delivery of commitments to donors.

Main Responsibilities:

- **IAS programmes:** Develop and implement resource development strategies jointly with in-house programme leads to ensure revenue against approved budgets and develop new business, including tracking and analysis of donor information to identify opportunities, proposal development, negotiations with donors, reporting

- **Topical meetings and conferences:** Develop and implement a strategy for fundraising from public and private sector sources to meet defined revenue targets, including outreach to existing and new donors/sponsors, proposal writing, negotiation of contracts, working with colleagues across IAS departments to ensure that commitments are met
- **Donor relations:** Ensure that IAS engages strategically with donors and sponsors by coordinating donor/sponsor engagement and leading key donor relationships
- **Proposal development and reporting:** Lead or support, as required, the timely submission of quality proposals, reports and other grant/sponsorship-related documents that reflect donor priorities and meet compliance requirements, including significant original writing and budgeting as well as timeline management
- **Information management:** Maintain up-to-date information on donor trends and priorities to support the identification of new business opportunities, and update tools for donor management, proposal/report development, pipeline and progress tracking.

Perform any additional tasks requested by the Director, Development and Performance.

Academic Qualifications:

- A degree in international relations, global health, social/political sciences or a related field.

Work Experience:

- 3 to 7 years of experience in fundraising and business development from public and private sector sources, with demonstrated financial success
- Experience in the HIV, global health and/or development sectors
- Experience in implementing and/or monitoring global health or development programmes an asset.

Skills/Competencies:

- Ability to translate programme ideas into bankable proposals, including familiarity with results-based programme design, budgeting and the design of log frames, theories of change and other performance frameworks
- Excellent analytical and drafting skills, including the ability to write technical, programmatic and fundraising-oriented communications
- Strong attention to detail in the production of documents, presentations and with regard to administrative processes and management of timelines
- Excellent communication skills and ability to motivate commitment in clients and colleagues across hierarchies and from different professional and cultural backgrounds
- Ability to effectively organize and prioritize work and deliver to tight deadlines, including ability to work under pressure with multiple and shifting priorities
- Ability to work independently and as part of a team, combined with a good sense of when to seek counsel.

Languages:

- Excellent English language communication skills, both written and oral (native-level proficiency); knowledge of other languages is an asset.

How to Apply:

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org. The applications will be reviewed on a rolling basis. Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values ([learn more here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with or affected by HIV are strongly encouraged to apply.**