



## Associate Officer, Resource Mobilization and Development

### About the IAS:

**The International AIDS Society (IAS) leads 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 in more than 170 countries. Working with its members, the IAS advocates and drives urgent action to reduce the impact of HIV. The IAS is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

The IAS promotes and invests 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 vulnerable to HIV acquisition – such as men who have sex with men, people who inject drugs, sex workers and transgender people – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at [www.iasociety.org](http://www.iasociety.org).

### Details of Employment:

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

### Purpose of the Position:

The Associate Officer, Resource Mobilization and Development will support the department director and other team members in ensuring that the IAS engages strategically and effectively with government, philanthropic and corporate donors and sponsors to meet revenue targets and broaden the IAS's base of support. The role will combine direct responsibility for developing donor and sponsor proposals, budgeting and report drafting for selected IAS projects with collaboration with other team members in shaping and negotiating complex offerings to donors and sponsors, as well as performing various administrative tasks related to opportunity tracking, contracting and contract execution. The ideal candidate will combine a clear understanding of the elements of bankable donor proposals with the drive to implement and continuously improve the processes that enable effective resource mobilization.

### Main Responsibilities:

- **Proposal development and reporting:** Support the development and implementation of resource mobilization strategies for major IAS conferences and programmatic activities jointly with programme leads and team colleagues to ensure revenue against approved budgets and develop new business. This includes tracking and analysis of donor information to identify opportunities; proposal development; agreement drafting, review and execution; invoicing; report drafting
- **Compliance:** Work with colleagues across IAS departments to ensure that commitments are met

- **Donor relations:** Support coordination of IAS's engagement with donors and sponsors
- **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 Partnerships.

#### Academic Qualifications:

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

#### Work Experience:

- At least 3 years of experience in fundraising and/or project implementation in the HIV, global health and/or development sectors.

#### Skills/Competencies:

- Familiarity with resource mobilization and development processes, including 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 adjust writing styles to different audiences (technical, programmatic, policy etc.)
- Strong attention to detail in the production of documents, presentations and with regard to administrative processes
- Excellent communication skills and ability to engage with partners 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](mailto:recruitment@iasociety.org) 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 to work full-time 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 HIV are strongly encouraged to apply.**