



SEET
Support Education
Empower Together

Fundraising & Partnership Manager (Volunteer)

We are seeking a dedicated and motivated individual to join our SEET team in the Fundraising and Partnership Team. In this role, you will play a crucial part in managing partnerships, identifying funding sources, and supporting our organisational growth through strategic fundraising efforts.

About SEET

SEET - "Support Education, Empower Together" - is a non-profit association that supports refugees who have had to interrupt their education due to their displacement. Our study support programme provides personal mentoring, situational financial support, and workshop & network building to help participants access Swiss higher education.

We are committed to making a sustainable impact by empowering refugees to achieve self-determination in Switzerland. Recognising the complex challenges faced especially by women, who are often inter-sectionally disadvantaged as women, migrants, and refugees, we place a strong focus on their specific needs while supporting refugees of all genders.

Key Responsibilities

- **Partnership Management**
 - Manage existing key external partnerships with universities, cantonal authorities, and private stakeholders
 - Identify and cultivate new strategic partnerships
- **Fundraising & Grant Development**
 - Identify potential funding sources and write grant applications
 - Follow up on funding-related responsibilities
- **Organisational Strategy**
 - Support SEET's growth by improving standard operating procedures
 - Collaborate with other teams to achieve strategic and financial goals
 - Enhance fundraising, partnership, and strategic approaches

What We Offer

- An opportunity to develop skills in non-profit fundraising and partnership management, while building your own network.
- Experience working in a dynamic, intercultural, and motivated team of professionals from various disciplines.
- A chance to foster meaningful connections and support refugees in achieving their educational goals.
- The opportunity to work very independently and flexibly, and attend professional training and coaching.

Requirements

- Fluent proficiency in German and English (minimum B2 level)
- Experience in fundraising, crowdfunding, and corporate sponsorship preferred
- Experience in non-profit organisations, particularly in refugee support, preferred
- Excellent interpersonal and communication abilities
- Strategic thinking combined with a hands-on approach
- Empathy and passion for the organisation's mission
- Strong organisational and follow-up skills
- Availability of 2-3 hours per week
- Commitment to team communication and collaboration

Interested?

If you are passionate about event management and supporting refugees' access to education, we would love to hear from you! Please send your CV and a short cover letter outlining your motivation to seet@seet.ch.

We look forward to welcoming you to our team!

Your SEET Team

www.seet.ch

Please note this is an unpaid position - our organisation is made up of motivated volunteers.