



# Associate Resource Mobilization and Development Officer

## About the IAS:

**IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being.** After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by 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.

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

## Details of Employment:

The Associate Resource Mobilization and Development Officer will be based in Geneva, Switzerland, and the IAS offers the possibility for Swiss-based employees to work up to 50% from their legal residence. The Associate Resource Mobilization and Development Officer will report to the Senior Resource Mobilization and Development Officer. The position is open-ended and full-time to start as soon as possible.

## Purpose of the Position:

The incumbent will be responsible for ensuring that the IAS engages strategically and effectively with government, philanthropic and corporate funders to meet revenue targets and broaden the IAS's base of support together with the members of the Development and Partnerships department and across the organization. The role will combine direct responsibility for identifying funding opportunities, developing donor and sponsor proposals and reports for IAS funding portfolio, as well as performing administrative tasks related to opportunity tracking, contracting and ensuring compliance with funders' requirements. The ideal candidate has a clear understanding of the elements of bankable donor and sponsor proposals with the drive to implement and continuously improve the processes that enable effective resource mobilization.



## Main Responsibilities:

### Proposal development and reporting:

- Collaborate to the development and implementation of resource mobilization strategies for IAS programmatic activities and conferences jointly with colleagues across the IAS to ensure revenue against approved budgets and develop new business.
- For a defined portfolio of programmes and conferences, lead or support the following processes: tracking and analysis of donor information to identify opportunities; proposal development and submission (including programme design and budgeting); agreement processing; invoicing; report drafting; financial reconciliation; grant closure.

### Donor relations:

- Coordinate IAS's engagement with existing and potential new funders, including outreach to donors and sponsors; maintaining excellent relations; organizing meetings (virtually and in person); and responding to donors' and sponsors' specific requests.

### Compliance:

- Act as the compliance focal point for a defined portfolio of grants and sponsorship agreements and work with colleagues across IAS departments to ensure that commitments are met.
- Conduct due diligence on private sector funders to ensure internal compliance with IAS' guiding principles on engagement with private sector.

### Information management:

- Maintain up-to-date information on donor trends and priorities to support the identification and analysis of new funding opportunities.
- Update tools for donor management, proposal/report development, contracting and award management, fundraising targets and progress tracking.
- Support improvements, expansion and user adoption of the internal tools used for the IAS resource mobilization and development processes.

### Other:

- Perform additional tasks per arising needs (for example, act as the focal point for the Development and Partnerships department in cross-organizational working groups).

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.



## Experience:

- At least 3 years of work experience in fundraising and/or project implementation in the HIV, global health and/or development sectors.
- Although not essential for this position, the IAS acknowledges the value of the experience of living with HIV and will consider this when evaluating applications.

## Skills/Competencies:

- Familiarity with resource mobilization and development processes, including results-based programme design and budgeting
- Excellent analytical and drafting skills, including the ability to adjust writing styles to different audiences (such as technical, programmatic, policy; public, corporate)
- Strong attention to detail in delivering quality outputs
- Excellent communication skills and ability to engage with internal and external stakeholders across hierarchies and from different professional and cultural backgrounds
- Pro-active attitude and ability to effectively organize work 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
- Strong computer skills in the Windows environment; experience with CRM a plus
- Understanding of HIV and/or the global health landscape more broadly a plus
- Willingness to travel internationally (1-2 business trips per year).

## Languages:

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

## Work Environment:

The IAS Secretariat in Geneva is a dynamic and diverse workplace that brings together public health, HIV science, conferencing, programme management and other specialists who all share the IAS's vision of a world in which HIV no longer presents a threat to public health and individual well-being. We thrive on an exceptional team spirit, put trust in our colleagues' professionalism, and value new ideas. The IAS promotes a flexible and collaborative workplace which encourages employees to grow their skills and competencies.

The IAS is committed to ensuring a diverse, equitable and inclusive work environment and to the greater involvement of people living with HIV (GIPA) in all aspects of our work. To help us achieve this, we welcome applications from all qualified candidates who share the IAS values (learn more [here](#)), regardless of their sex, gender identity, sexual orientation, HIV status, race, national origin, cultural or ethnic background, disability, religion, or age.



## 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. Candidates shall mention on their CV their work authorization in Switzerland.