BASE Open Position
Fundraising & Grants Officer

Location: Basel, Switzerland.
Schedule: Full-time
Duration: 12 months, with the possibility of extension
Start date: As soon as possible
Deadline for applications: 30th April 2022

A Swiss work permit or EU citizenship is required. EU work permits or student visas for non-Europeans are not eligible.

About BASE
The Basel Agency for Sustainable Energy (BASE) is a Swiss not-for-profit foundation and a Specialised Partner of United Nations Environment.

BASE was established in 2001 with the objective of mobilising investment and finance into sustainable energy and climate change solutions. BASE is one of the few organisations fully dedicated to developing innovative business models, smart financing, and out-of-the-box approaches to drive investments in renewable energy, energy efficiency and green solutions.

BASE combines expertise in technology, markets, economics, finance, and business development to deliver effective solutions for every project and builds bridges between sectors and actors at the nexus between climate solutions, finance, and international development.

Description
As we continue to grow in all aspects of our work, we are currently looking for a Fundraising & Grants Officer to help us develop and grow BASE’s fundraising activities. We’re looking for a team player who is proactive, has drive and ambition, is an excellent communicator and is also analytical and organised with good attention to detail. Above all though you will be excited about developing relationships with new funders.

The post holder will work closely with senior staff to help diversify the Foundation’s income sources. You will have strong administration skills, be organised, proactive, confident, and have a proven track record of securing multiple grants.

Under the responsibility of the Managing Director, the duties of the Fundraising & Grants officer will include:

- identifying and tracking funding opportunities
- leading the writing and timely submission of donor proposals
- support senior staff with preparing high-quality proposals and grant applications
- leading on smaller grant applications
- writing concept notes and preparing presentations
- translate or supervise the translation of proposals based on the donors' languages
- brainstorming on new project ideas
- prepare proposals, budgets, and work-plans for new projects
- support partners to develop log frames in project initiation phase
- recruiting of experts and partners
- general support to the team when requested

Professional requirements
- Master / Post-graduate from a recognised University/College in International Development, Social Sciences, Development Studies, or any other related area.
- Relevant experience of minimum 2 years in fundraising in an international NGO/Institution or foundation.
- Management experience in securing and managing funds from institutional donors.
- Experience of developing and delivering successful fundraising activities across a broad fundraising portfolio is a strong advantage.
- Experience in developing countries in Africa, the Middle East, Asia, or Latin America is a plus.

Personal attributes
- A high degree of self-motivation, positive attitude, drive, and the ability to contribute to a multi-cultural, team-based work environment.
- Enthusiasm for and commitment to climate change and international development work.
- Strong networking capacity, and excellent interpersonal skills.
- Proven analytical skills and the ability to think strategically in relation to fundraising and donor engagement.
- Ability to multitask, work flexibly, creatively and under pressure in response to client needs or changing demands.
- Extremely well organised and able to plan and deliver against targets.
- Able to use own initiative to solve problems.
- Good administrative and numerical skills and attention to details.
- Proven excellence in written and verbal communication.
- Excellent in the use of computers and Microsoft Office package.
- Fluency in English is essential. Fluency in Spanish or French is a strong advantage.
- A commitment to upholding the Foundation’s vision and values.
- Highest ethical standards.
Application and Selection Process

Applications to be submitted electronically to: vacancies@energy-base.org prior to the deadline. Please include the following documents in word or pdf format (applications should be a maximum of four pages):

- Motivation letter briefly outlining your qualifications and experience as it relates to the position.
- CV with name and contact details of 3 references who may be contacted by BASE.