



IFIL Boardmember – Finance and Fundraising

7.9.2014

IFIL, the *Initiative for Intercultural Learning (IFIL)*, is an independent non-profit organization, who has been promoting intercultural learning through organizing (intercultural) workshops and study trips since 2006. Every year young people organize study trips to any corner of the world with the support of IFIL. Participants of such trips are mostly students and young professionals with different backgrounds.

Finance & Fundraising is a separate portfolio making up its own department in the IFIL board. The specifications of the position mainly incorporate two separate, but inherently intertwined fields of administrative, as well as general strategic placement and allrounder-work. Furthermore, it is expected that the applicant has a deep interest in intercultural understanding and will take part in the IFIL-meetings. The applicant should have a flair for numbers, have good communication and networking-, as well as organisational skills. In the area of finance, the person will be responsible for the finances of the IFIL association, check the accounts of the IFIL study trips, compile and write the IFIL annual financial statement as well as supervise the compliance of IFIL officers with the budget. In the fundraising area, the person will be in charge of finding new partners/sponsors and foster the relationship with the existing ones.

Working in an honorary capacity: approx. 10%

Start: as soon as possible

Term: undetermined

Tasks:

Finance:

- Compiling the annual accounts statement
- Oversee compliance with the IFIL budget
- Close and control accounts of IFIL study trips
- Responsibility for the finances of the IFIL association and first contact person for financial questions for third parties
- Managing the current account-keeping
- Pay bills and coordinate internal funding flows.

Fundraising:

- Commitment to the quest for sponsors
- Conscientious care and assistance of partners and sponsors
- Work on and responsible for the execution of the IFIL fundraising strategy (with the help of the board)
- Collaboration with the marketing and PR portfolios

We expect

- Passion for the work of IFIL
- Severe interest in working with a young and professional team in the field of intercultural management.
- Organizational talent, enjoyment of networking and upholding contacts
- Proactivity and teamwork capacity
- Responsible and independent workmode, but also participation in IFIL meetings

We offer

- Working in an honorary capacity in a young, professionally managed team of a multiple award-winning NPO
- exciting, diverse and informative work within the field of intercultural management
- Collection of experiences in a crucial area of management.
- A dense network with other associations, organizations and private persons.
- Access to advanced training proposed by third parties (SAJV, Youth In Action etc.)

You can find more information on www.ifil.ch. If you happen to have any questions, don't hesitate to contact Tobias Huber, our Head of Finance of the executive board (tobias.huber@ifil.ch). We look forward to hearing from you!