



**MEDECINS SANS FRONTIERES**  
**ÄRZTE OHNE GRENZEN e.V.**

**-VACANCY-**

**Head of Fundraising (m/f)**

**Fulltime, based in Berlin**

**I. General information**

Médecins Sans Frontières – Ärzte ohne Grenzen e.V. (MSF-Germany) is the German section of the international medical aid organisation Médecins Sans Frontières which provides medical humanitarian aid in crises worldwide. MSF-Germany contributes to MSF's global operations by supporting projects in the field, recruiting field personnel, raising awareness of humanitarian issues and raising funds mainly from private donors. The overall budget of MSF-Germany is more than 130 Million €. Currently there are roughly 130 positions in the Berlin office and MSF-Germany organizes about 280 departures of field staff to MSF projects per year.

MSF-Germany is one of 21 MSF sections. It works closely with the MSF Operational Centres in Amsterdam (OCA) and Geneva (OCG), through which the majority of field personnel and funds are channelled. MSF-Germany is also directly responsible for OCA field operations in nine countries. The organization has a strong image in Germany and has ambitious plans to further increase its support of MSF field operations, especially through funding and field personnel, over the coming years.

**The Fundraising Department**

The Fundraising department is responsible for all activities to gain and sustain private income. By doing this, the department plays a crucial role to ensure the independency of the organization in general and the worldwide projects in particular. The department consists of 5 separate units: donor service, donor administration and three marketing units (one-to-many, one-to-one and face-to-face) all lead by coordinator positions. Together with the Head of Department these coordinators form the fundraising management team and are responsible for setting the strategic goals and ensuring the compliance of all activities to the high quality standards and principles of MSF's fundraising.

**II. Terms of Reference**

<b>Position:</b>	<b>Head of Fundraising (m/f)</b>
<b>Job location:</b>	Berlin, Germany
<b>Job dimension</b>	Full time (40h per week)
<b>Starting of Job:</b>	<b>July 2017</b>
<b>Duration:</b>	MSF-Germany's mobility policy limits all senior management positions to a maximum duration of six years.
<b>Salary:</b>	According to MSF-Germany's internal salary scale we offer a maximum entry gross salary of 4.742 Euros, 13 monthly salaries plus benefits, 30 days holidays.
<b>Deadline:</b>	Applications can be handed in until <b>27<sup>th</sup> of April 2017</b>

**Position within the organisation:**

The Head of Fundraising manages a department with currently 35 staff members plus students and F2F campaigners divided in five Units. He/she reports to the General Director of MSF-Germany. Together with the other Heads of departments and the General Director he/she is part of the Management Team (MT) of MSF-Germany.

The Head of Fundraising represents MSF-Germany on relevant platforms of the MSF Operational Centre Amsterdam (OCA) as well as the international MSF Movement.

**III. Objektives and Responsibilities****1. Overall objectives of the position**

The Head of Department Fundraising leads and manages the department that is responsible for developing secure, sustainable and diversified private income streams in order to meet the financial needs and ensure the independence of MSF's operations. She or he ensures that MSF Germany's fundraising strategy and practice are conducted according to the organization's humanitarian principles and with full respect towards the people and companies in Germany that support MSF. The position holder is member of the MSF-Germany management team and sits on the Board of the MSF Foundation.

**2. Specific Objectives:**

- Developing and directing all fundraising strategies and activities for MSF-Germany;
- Management of the Fundraising Department;
- Active participation in the Management Team of MSF-Germany (MT);
- Supervisory responsibilities;
- Budget responsibilities;
- Representative responsibilities.

**III. Tasks to the specific objectives:****Developing and directing all fundraising strategies and activities for MSF-Germany**

- Is responsible for developing MSF-Germany's fundraising strategy and for its continuous implementation and revision
- Directs the planning, evaluation, coordination and administration of all fundraising programs.
- Oversees the setting of objectives for MSF-Germany's fundraising.
- Oversees and contributes to the tracking and analysis of fundraising campaigns to ensure the timely adjustment of strategy to meet changing market conditions.
- Oversees analysis of donor information, departmental projects, donor services, record keeping, cost analysis and other business functions in order to direct the ongoing processing of information.
- Oversees the cooperation with key external agencies.
- Ensures the necessary close cooperation with the Communications and Finance Departments.
- Ensures a proper and audience related reporting on fundraising results.
- Ensures testing and implementation of innovative fundraising tools.

**Management of the Fundraising Department**

- Implements and adapts a functioning Governance system regarding the delegation of power to the direct reports.
- Leads the management team of the Fundraising department.
- Is responsible for internal communication with the Fundraising department including on MSF-Germany MT and Board decisions

- Ensures the Fundraising department meets the necessary requirements in terms of Total Quality Management in order to get the TÜV Seal.

#### Active Participation in the MSF–Germany Management Team (MT)

- Participates in developing and carrying out organization-wide goals and objectives as a member of the MSF–Germany Management Team.
- Ensures Fundraising Departments input in the Management Team including the required planning and reporting documents.
- Represents the Department at board meetings.

#### Supervisory Responsibilities

- Leads the staff of the department, appoints, manages and evaluates a team of 8 direct reports. Five of the direct reports are coordinators, who manage the five units of the departments. Provides ongoing feedback in a context of mutual respect.
- Sets clear attainable objectives, evaluates job performance accordingly and collaborates with staff to establish appropriate development paths.
- Addresses complaints and resolves team problems requiring senior management intervention.
- Takes part in the working group on data protection issues led by the General Director.

#### Fiscal Responsibilities

- Forecasts private income, and collaborates with Head of Finance to set investment and income targets for the annual MSF–Germany budget.
- Proposes, implements, controls and adjusts departmental budget, in accordance with MSF–Germany's policies and procedures.
- Responsibilities include regular budget review and revision, signing and administering departmental contracts, reviewing and signing off on others' purchase orders, expense reports, and credit card reports.

#### Representative Responsibilities

- Routinely meets with senior representatives of key external agencies and consultants (e.g. DZI).
- Interacts with all levels of staff, field volunteers and MT to stay in touch with MSF issues.
- Attends national/international fundraising meetings.
- Exchanges with other NGO's.
- Collaborate closely on strategic and operational level with other MSF sections.

### IV. Profile

- Academic degree and professional training in fundraising and/or marketing;
- At least 10 years relevant working experience in private fundraising and/or marketing including minimum five years of line management (team size >10)
- Proven strong leadership capacity, management- and planning skills
- Previous budget responsibility min. 7 digits in Euros
- Transparent and team orientated management style
- Excellent written and verbal communication and presentation skills
- Strong ability to strategic, analytical and visionary thinking
- Very good networking skills
- High commitment and level of tolerance to working under tight and demanding deadlines
- Proficiency in German (C1) and English (C1)
- Strong commitment to MSF's vision, mission and way of working
- Interest in Humanitarian questions and debate
- Willingness to travel occasionally (mainly Europe)

In case of further questions please contact **Florian Westphal**, General Director, via Email [florian.westphal@berlin.msf.org](mailto:florian.westphal@berlin.msf.org) or **Jirka Wirth**, current Head of Fundraising, on +49-30-700130-110.

This position offers an exciting opportunity to make an important contribution to the work of the world's leading medical emergency NGO. We are looking forward to receiving your application. Interviews are scheduled to take place in May in Berlin. Please note that we do not cover travel expenses for first round interviews.

Please send your complete written application preferably in German via Email until **27<sup>th</sup> of April 2017**. Please compile all documents in one single file with max. 5 MB.

Please send your complete application until 27.04.2017 to:

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Florian Westphal  
Am Köllnischen Park 1 in 10179 Berlin  
[www.aerzte-ohne-grenzen.de](http://www.aerzte-ohne-grenzen.de)  
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