



**RIGHT TO PLAY**  
PROTECT. EDUCATE. EMPOWER.



Right To Play is a global organization that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are a leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

As of November 2025 or by agreement, our team in Zurich is looking for a

## **Institutional Partnerships Manager (80-100%)**

**You are going to work on these tasks:**

- **Identifying and Cultivating New Partnerships:** You will identify and approach potential new donors, mainly foundations, aligned with the organization's geographical and thematic focus areas. You will monitor calls for proposals and cultivate new partnerships, and you will participate in networking events to establish new connections.
- **Project Development and Proposal Writing:** You will develop project proposals in coordination with country teams and global teams, write funding applications, project overviews, and budgets to secure funding for new and existing projects.
- **Grant Management:** You will manage a portfolio of institutional donors, ensuring compliance with donor requirements, preparing letters, funding agreements, timely reports (both narrative and financial), and maintaining relationships with partners in Switzerland and Liechtenstein.
- **Knowledge Management:** You will regularly update the CRM system, contribute to strategic discussions, support internal planning, and assist with organizing meetings and conferences.

**These are your qualifications:**

- A Bachelor's degree or equivalent in International Relations, Political Science, or a related field.
- At least 4 years of experience in international development and fundraising for non-profit organizations.
- Excellent communication skills (both oral and written) in German (mother tongue), English, and ideally French.
- A passion for intercultural exchange and working with people from diverse cultural backgrounds.
- A strong understanding of international development cooperation.

- A passion for working with numbers and reporting, with the ability to create detailed and precise reports.
- Structured, self-organized, and able to work independently.
- Solid Microsoft Office (Word, Excel, PowerPoint) skills and experience working with CRM systems.
- An established network in Switzerland is desirable.

**This is what you can expect:**

- A dynamic and meaningful role in an international and fast-paced environment.
- Opportunities to contribute to strategic decision-making and play a key role in the development of partnerships and revenue streams.
- A motivated team and a chance to further develop your skills in an interdisciplinary and creative setting.
- The possibility of participating in internal training courses and workshops with international colleagues.
- A modern working environment in Zurich, with a 40-hour week, five weeks of annual leave, flexible working hours and occasional travel (national and international).

If you are motivated by new challenges and have a proactive and flexible mindset, we look forward to receiving your CV in English and a motivation letter in German, by e-mail to Bernadette Werder, [hr.switzerland@righttoplay.com](mailto:hr.switzerland@righttoplay.com), stating “Institutional Partnerships Manager”, until **September 26, 2025**. Applications will be reviewed on a rolling basis.