

Franciscans International (FI) is seeking candidates for the position of

COMMUNITY ENGAGEMENT OFFICER

About the position

Title:	Community Engagement Officer
Department:	Communications and Fundraising
Location:	Geneva, Switzerland
Reports to:	Institutional Development Manager
Contract:	80% – 100%, permanent position
Expected start date:	1 September or as soon as availability allows

POSITION SUMMARY

The Community Engagement Officer is responsible for promoting the work of FI to new and existing audiences through the wide use of multimedia channels. The purpose is twofold: relationship and network building alongside fundraising. The role encompasses existing resources and processes with the opportunity to develop updated, targeted communications using a new CRM system from Salesforce.

About Franciscans International

Franciscans International is an international non-governmental organization, with general consultative status at the United Nations, working for the promotion and protection of human rights. Since its establishment in 1989, FI has used advocacy as a tool to address human rights abuses. From its offices in Geneva and New York, FI relies on the expertise and first-hand information of a large network of partners. We work together with and on behalf of Franciscan orders and congregations, as well as with grassroots movements and other civil society organizations to advocate for structural changes addressing the root causes of injustice.

RESPONSIBILITIES

Communications

- Grow, engage, and maintain a worldwide audience of Franciscan-hearted supporters.
- Develop appropriate internal processes to collect and utilize the information needed to create compelling materials and stories.
- Proactively identify and engage specific segments of FI's audience.
- Formalize and animate a network of FI "ambassadors", sharing tailor-made and updated materials for key national and regional meetings where FI's work can be promoted. Facilitate opportunities for ambassadors to contribute to FI's communications as relevant.
- Proactively propose updated stories and content about FI to Franciscan and other relevant entities for their various communication channels (magazines, websites, social media channels, etc.)

- Organize or cover online or in-person events that are primarily engaging Franciscan-hearted and faith-based audiences.
- Assist with the design, implementation, and management of FI's new contact database (Salesforce). Develop mailing tools (Mailchimp) for the effective dissemination of FI external communication material. Contribute to developing and implementing communication routines and policies for use by all staff.
- Convey FI's stories and messages through social media channels under your responsibility, online events, regular newsletters, religious greetings, spiritual reflections, and reflection pieces on relevant UN days, in collaboration with the Communication Officer.
- Support the coverage of FI activities in Geneva and New York, with specific attention to the visits of partners from the grassroots and to FI's country missions.
- Contribute to drafting and publishing materials for the website (WordPress) and the annual report, in coordination with the Communications Officer.
- Develop a community engagement strategy that aligns with FI's strategic orientations.
- Track and share regular analytics on communications projects under your responsibility.

Fundraising

- Raise funds from individuals and Franciscan orders, congregations, and groups by designing an appropriate donor journey and monitoring results, in close coordination with the Executive Director.
- Manage and grow FI's Franciscan project grants portfolio: Draft project proposals to Franciscan-related foundations, agencies and funds. Monitor implementation and ensure reporting requirements are met, in coordination with the Institutional Development Manager.
- Ensure the corresponding parts of the contact database are up to date, in coordination with the Executive Director and the Franciscan Liaison Officer.
- Develop synergies/plans for fundraising materials with the Institutional Development Manager.
- Track and share regular analytics on fundraising projects under your responsibility.

CANDIDATE PROFILE

Experience and qualifications

- Previous experience in engaging religious audiences through online communications. A successful track record in engaging with Christian/Catholic audiences is considered a strong asset
- Previous experience in raising funds from individuals for a faith-based organization.
- Familiarity with United Nations processes and mechanisms required.

Expected knowledge and skills

- Proven ability to communicate with a diverse group of audiences and adapt to their needs.
- Outstanding writing skills with a track record in storytelling.
- Ability to gather audio/visual materials and proven design skills (Canva, Adobe Suite, Final Cut Pro).
- Community engagement and management skills and familiarity with related digital tools (social media, marketing platforms, CMS, and CRM based)
- Technical abilities to set up and manage online meetings (Zoom and Webex).
- Attention to detail and relationship building
- Ability to show initiative, work as part of a diverse team, and be self-motivated.
- Availability to travel on missions up to twice a year.
- Proficiency in English. Working knowledge of German, French, or Spanish is considered an asset.

FI OFFERS

- A central role in a professional, dynamic, and international human rights advocacy organization, with strong connections to Franciscan and grassroots movements in several regions.
- A weekly working time of 37,5 hours (100%), 25 days of annual leave, health insurance allocation, and a salary commensurate with experience.

HOW TO APPLY

Deadline for application: 15 June 2025

Applications should be sent in English by email to Cédric Chatelanat (Institutional Development Manager) at c.chatelanat@franciscansinternational.org, specifying "Community Engagement Officer" in the subject line.

Applications should include:

- A CV.
- A 1-page letter of motivation.
- 2 references with contact details – email, phone number, and working relationship.
- Confirmation that you have a valid Swiss work permit or are eligible to obtain one.

Interviews will be conducted between 24 and 26 June. Shortlisted candidates may be asked to complete a short, written assessment. Available to start on 1 September 2024 or as soon as availability allows.

Franciscans International is an equal-opportunity employer. All interested candidates who meet the requirements are welcome to apply, regardless of their origin, gender, sexual orientation, age, or belief. We thank all those who apply. Incomplete applications will not be reviewed, and only shortlisted candidates will be contacted.