



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

PROJECT MANAGER

About the Position

Title: Project Manager
Department: Communications and Fundraising
Location: Geneva, Switzerland
Reports to: Executive Director
Contract: Full-time and permanent position
Expected start date: 1 December 2025 or as soon as possible depending on availability.

POSITION SUMMARY

The Project Manager (PM) is responsible for managing the process of all FI projects, including fundraising, monitoring, evaluation and reporting. The PM coordinates alongside the Engagement Officer the implementation of the fundraising component of FI's Strategic Plan, in close collaboration with the Executive Director. The PM works in close collaboration with the Advocacy team (in Geneva and New York), the Communications team and the Finance Officer.

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.

REQUIREMENTS

- At least 5 years' experience in program management work with an NGO, the United Nations, a church, an order or a congregation;
- Demonstrated ability to draft and appropriately manage multiple project budgets that both meet operational needs and donor requirements;
- Experience working with databases and CRMs and all their functionalities;
- Proof of skills and ability to work with and use all capacities of Salesforce is considered an asset;
- Excellent grant writing and communication skills, with experience in a faith-based organization;
- Ability to set priorities and sort information;

- Ability to self-organize and take initiatives while contributing to the collective work of a multicultural and diverse team;
- Fluency in English, both written and oral. Fluency in other languages will be considered an asset;
- Some flexibility to adapt workdays around events and possible travel.

RESPONSIBILITIES

Project management

- Work alongside and coordinate with the Advocacy Director and other advocacy colleagues the design of projects: translate the thematic and regional strategies and annual operational plans into viable logical frameworks, budgets, and result-oriented projects that are likely to be funded;
- Manage the projects, activities and their budgets within Salesforce for transparency across FI;
- In coordination with the Advocacy team, monitor the effective execution of all projects' components for reporting purposes (objectives' achievement, activities, outcomes, budget expenditure, etc.);
- Coordinate and assist with project impact measurement, including through effective planning, monitoring, evaluation, reviewing, and learning practices. Organize and oversee external evaluations;
- In consultation with the Advocacy team and the Engagement Officer, prepare narrative reports for donors;
- In coordination with the Finance Officer, draft, monitor, and update project budgets. Review financial reports to donors, ensure they meet donor requirements, assist auditors on project and organizational audits as required;
- In consultation with the Advocacy Director, Executive Director, and the Finance Officer, agree on appropriate allocation of funds to programs and projects in line with organizational needs and donors' requirements.

Fundraising

- In collaboration with the Engagement Officer manage and monitor a 3-year fundraising plan to secure funding for FI's advocacy programs;
- Consolidate, nurture and grow the institutional donors' portfolio, diversify sources of funding, and maintain and expand multiyear funding;
- Maintain and foster a trusted and sustainable relationship with existing and new institutional donors through regular communications;
- Prepare and submit applications and reports to grant-making institutions and other donors, as well as any other required documents;
- Administer contracts and any other requirements with the donors;
- Advise the Executive Director about potential fundraising opportunities and issues;
- Assist the Engagement Officer in developing communication materials for fundraising purposes.

Other aspects of the role include

- Ensure all key funders and donors are up to date and relevant within Salesforce;
- Use of Salesforce for clarity and accessibility for the whole FI team;
- Be a part of the Advocacy team planning and reviews to ensure you are up to date on all the key opportunities and projects;
- Ability to work collaboratively in a team with a horizontal leadership structure, providing autonomy alongside accountability;
- Ability in use of listening skills to work in a cross-cultural, multilingual environment.

FI OFFERS

- FI commits to providing the Project Manager with appropriate tools and a supportive team environment.
- Experience in a professional and growing human rights advocacy organization, with strong connections at the grassroots.
- 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 submission of applications: 19 October 2025.

- Applications should be sent in English **by e-mail** to Mr. Blair Matheson at: b.matheson@franciscansinternational.org specifying, "Project Manager Position" in the subject line;
- Applications should contain:
 - o a CV;
 - o a 1-page letter of motivation;
 - o a written confirmation that you have a valid Swiss work permit or are eligible to obtain one at the desired start of the contract (1 December 2025);
 - o 3 references with contact details – email, phone number, and working relationship.
- Availability for interviews after 22 October 2025.

Franciscans International is an equal opportunity employer. All interested candidates matching these requirements are welcome to apply whatever 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.