

Sales & Fundraising Manager (80%) (f/m/d)

Do you want to have the unique opportunity to work in a non-profit organisation with a focus on sustainability? And are you passionate about making meaningful connections? In this exciting role, you will be part of the biggest local network of business changemakers.

We are looking for a person who is enthusiastic about **sustainability, networking & sales**.

About GreenBuzz

GreenBuzz is a network with a business focus that engages its community and partners on sustainability topics to achieve the United Nations Sustainable Development Goals (SDGs). GreenBuzz was founded in Zurich and is growing, with current additional chapters in Bern, Geneva, Amsterdam and Berlin.

[GreenBuzz Zurich](#) offers events with a focus on networking and knowledge sharing on a wide range of sustainability topics; through its activities, GreenBuzz promotes action by and collaborations between citizens, NGOs and both private and public sector organisations. GreenBuzz has a network of 3500+ business changemakers and is run by a small operational team.

The Role: Sales & Fundraising (80%)

You will support GreenBuzz with sales activities and coordinate its fundraising activities. You will report directly to our Managing Director. Tasks will include:

- Securing **sponsorships and partners for events**
- Supporting the managing director in securing **partners & corporate members**
- Supporting the managing director in **cultivating partnerships & maintaining relationships**
- Coordinating our **fundraising activities**
- **Reporting** to our grant givers
- **Selling GreenBuzz products** to our target audience
- Help build up GreenBuzz' **marketing activities**

Your Profile

You will fit perfectly into our team if you:

- Are highly motivated and ideally have some experience in the field of sustainability.
- Are interested in working in a small and fast-paced organisation that creates real impact.

- Love events and networking and are eager to support GreenBuzz in building a strong, professional network.
- Are a confident and straightforward person.
- Are flexible, tenacious and have a hands-on approach to working.
- Are a self-starter.
- Can adjust easily to the frequently changing needs of small organisations.
- Have good organizational skills and have a detail-oriented way of working.

We are looking for a person who:

- Is fluent in both German and English.
- Has prior experience in the corporate world and knows the corporate language.
- Has prior experience in either sales or fundraising.
- Has prior experience and a strong interest in the field of sustainability.

Further Important Details

Duration: Open-ended

Start Date: September or October 1st, 2022

Working hours: 80% (8 hours per working day)

Salary: CHF 4,000.- per month (FTE 0.8) plus bonus system

Tools used: Google Applications (incl. Gmail, Google Docs, Calendar), Asana, Zoom, Wordpress¹

Location: Remote & WWF Switzerland Offices, Hohlstrasse, Zurich

Application Deadline: August 15th

If you meet the requirements and want to take advantage of this amazing opportunity, please send your application to our Managing Director, Lena Stüdeli, at jobs@greenbuzz.global (in English or German).

¹Prior experience with all these tools is not required but desirable.