

RECRUITMENT PROFILE

About the BKMF:	The Ban Ki-moon Foundation is a Quasi-International Organization (QuIO) based in Vienna. It is fostering leadership to advance the Sustainable Development Goals (SDGs) and the Paris Climate Agreement. The Foundation is co-chaired by the 8th UN Secretary-General Ban Ki-moon and the 11th President of Austria Dr. Heinz Fischer.
Position	Senior Lead, Fundraising
About the Position:	The Senior Lead will be responsible for planning, developing, and implementing fundraising activities. This role will play a crucial role in the success of the Ban Ki-moon Foundation (BKMF) in Vienna and help enable a world led by global citizens. This position may require occasional international travel.
Contract:	One-year contract with possibility of extension
Duty Station:	1030, Vienna, Ban Ki-moon Foundation
Working Hours:	4-day week (32h week, excluding breaks)
Eligibility	Candidates must have the right to work in Austria at the time of application and for the full duration of the contract. Non-EU citizens must include a valid work permit in their application.
Salary:	Minimum monthly net salary of EUR 2,400, paid 13 times annually (tax-exempt under the Foundation's legal status). The final salary is open to discussion based on experience and qualifications.
Reports to:	CEO
Starting Date:	1 April 2026 (or earlier)
Application Deadline:	7 January 2026, CEST 23:55
Application Email:	recruitment@bankimoon.org
How to Apply:	Submit the below materials to the application email, with the email subject line BKMF Fundraising Senior Lead Application: <ol style="list-style-type: none">1- CV in English (three references)2- Motivation Letter (max. 500 words) including an overview of your fundraising track record (amounts, years, institutions raised for and from.)3- 1 minute elevator pitch video in English

Ban Ki-moon Foundation

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Ban Ki-moon Foundation
Senior Lead, Fundraising

Terms of Reference

Under the supervision of the Chief Operating Officer, and in close collaboration with the Chief Executive Officer, the Senior Lead will be responsible for planning, developing, and implementing fundraising activities. This role will play a crucial role in the success of the Ban Ki-moon Foundation in Vienna and help enable a world led by global citizens.

Strategic planning and development

- Adapt and implement a comprehensive fundraising strategy in line with the BKMF's objectives
- Create the annual plan and fundraising forecast, report on fundraising outcomes, donor trends to senior management and the Board
- Identify and pursue funding opportunities, including regular monitoring of EU, foundation and any relevant portals
- Collaborate with the Development Committee and Development Chair to exchange fundraising performance updates and strategic recommendations

Grant Writing and Proposal Submissions

- Coordinate all aspects of proposal development, including budgeting and timelines including but not limited to drafting, compliance, and submission
- Draft and prepare fundraising pitches, presentations, flyers and information sheet as needed, collaborate with Communications and Programs teams to ensure consistent messaging in donor communications and fundraising campaigns
- Ensure compliance with donor requirements, legal frameworks, and internal policies

Donor management

- Coordinate, communicate, and engage with existing donors, offering them the best possible insights and experiences with the BKMF to deepen their commitment
- Acquire new donors from the governmental, private, foundation, and corporate sectors (including employees) to expand our network
- Prepare persuasive proposals and tailored cases for support, clearly communicating BKMF's mission and impact

Data entry and database management

- Build and maintain internal systems for structured fundraising efforts (e.g., contact database, calendars, templates)

Stakeholder Management and Networking

- Represent BKMf at donor and philanthropic sector events as appointed
- Identify Networking opportunities in local and international fundraising communities and maintain ongoing professional exchange with fundraising connections

QUALIFICATIONS/REQUIREMENTS

Soft Skills

- Be able to work independently and in a fast-paced environment and show initiative in designing and implementing new development and fundraising ideas and systems
- Enthusiasm, dedication, entrepreneurial spirit, “can-do” attitude
- Must be able to multi-task and be detail-oriented
- Creativity and the ability to think “outside-of-the- box” is desired
- Good team working skills, experience working in multi-cultural, multi-national context
- Excellent communication skills, confident demeanor, high social competence, and strong presentation abilities and can easily adapt to different conversation partners.

Background

- At least 3-5 years of professional experience in fundraising and project development and/or in an NGO is an advantage
- Relevant educational background in international relations, and / or law, social sciences. BA, MA preferred
- Excellent German and English skills.
- Proficiency in CRM programs, Microsoft Office, Excel etc.
- Knowledge about funding schemes and networks
- Experience in writing project applications, grant applications and in participation in multi-partner projects
- Good knowledge of the SDGs and the UN an advantage
- Knowledge of the relevant legal framework (e.g., data protection) an advantage

WHAT WE OFFER

- The position is 32 hours a week (4 days) excluding breaks and will take place at the BKMf Secretariat located in 1030, Vienna, Austria.
- We offer a minimum monthly salary of 2,400 EUR Netto, paid 13 times per year for an annual salary of 31,315.72 EUR Netto. Gross salaries are subject only to Austrian social security contributions, currently free of income tax due to the Foundation's legal status). A higher salary may be considered, depending on the applicant's experience and expertise.

- An initial one-year contract, starting in 2026 March with the possibility of renewal (open to discussion)
- Flexible working hours, and home office arrangements available
- Four weeks paid leave (20 working days) as well as an average of 13 Austrian public holidays per annum.
- All employees are personally responsible for obtaining any required visa for Austria and for complying with local laws including residency registration (valid residence permit).

HOW TO APPLY:

Please submit the following documents in English to recruitment@bankimoon.org:

- 4- CV in English and German, without picture
- 5- Motivation Letter (max. 500 words) in English and German, explaining your interest, relevant experience, and fit for the position
- 6- One Letter of Reference by someone familiar with your work

Shortlisted candidates will be invited to (virtual) interviews in August 2025.

Privacy Notice:

By sending us your application, you consent to the processing of your personal data indicated in your application documents and related correspondence. Your application is treated strictly confidentially and in accordance with the General Data Protection Regulation (GDPR). Your personal data and application documents are only shared with the Ban Ki-moon Foundation's staff directly involved in the application process. In exceptional cases, recruitment processes include panel interviews which involve external members. If you are invited to such a panel interview, your application documents will also be shared with external panellists to allow them to prepare for the interview. The Ban Ki-moon Foundation will store your personal data and documents until six months after the application process has been completed, unless you consent to the Ban Ki-moon Foundation keeping your application in evidence for future job openings.