



International Foundation
for Research in Paraplegia
**Fondation internationale
pour la recherche en paraplégie**
Internationale Stiftung
für Forschung in Paraplegie



The mission of IRP – International Foundation for Research in Paraplegia, established in 1995 in Geneva (rue François-Perréard 14, 1225 Chêne-Bourg), is to provide funds for basic and clinical research in the field of paraplegia both in Switzerland and abroad in order to contribute to improve the lives of people affected by spinal cord injuries. Please, see also **www.irp.ch**

IRP has its main office in Geneva and a branch office in Zurich (Neugasse 10, near train main station).

In order to fill a vacancy in Zurich we seek to recruit a person of stature (m/f) with proven experience and achievements for the position of

Grants / Office manager (40 % yearly average, start 2nd June, 2025)

Responsibilities

- Look for and develop a relationship with potential donors especially in the Swiss German Market (companies, foundations, individuals)
- Relationship management with existing donors and partnerships
- Set up and maintenance of data base in order to update all contacts and leads with donors
- Grants, liaison with Scientific Committee:
yearly call for projects grants, dispatch to researchers and institutions,
application processing after receipt, preparing evaluation forms,
organization of meeting and minutes, follow-ups, drawing up new contracts,
annual list of project payment due dates, request interim, final and financial reports
- Organization Schellenberg research prize
- Prepare monthly payments in cooperation with the headquarters
- Communication: fundraising documents, social media, IRPneuronews
- Collaboration in preparations for charity events
- Coordination with the office in Geneva and reporting to the Executive Committee

Profile

He/she identifies with the foundation's aiming to help those suffering from paraplegia.

The appropriate applicant has several years of proven experience in secretarial tasks, communication and dealing with numbers. Experience in foundation administration is a plus.

His/her personal qualities, confidence, initiative, drive, autonomous and professional skills, have already led to success in these fields.

Language requirements: German mother tongue with good writing skills, able to communicate fluently in English and good knowledge in French.

Swiss work permit required.

Deadline for applications: 25th April 2025

Kindly forward your application in English (cover letter and CV only; additional documents will be requested if necessary) in electronical form to: d-desimone@irp.ch

Applications will be acknowledged for qualified candidates only.