




Job Description – Grants and Philanthropists Relationship Officer

About Karuna-Shechen: Founded by the Buddhist monk Matthieu Ricard in 2000, Karuna-Shechen acts and advocates for a more altruistic world. Convinced that altruism is a key to building tomorrow's world, we implement projects in the sectors of Health & Hygiene (mobile clinics, sanitation, veterinary...), Education (schools, adult literacy, trainings...), Food security (kitchen garden, drip irrigation...), Economic development (entrepreneurship, sustainable technologies...), and Environment (awareness campaigns, solar electrification, tree plantation...). We have also put in place a program in France to provide caregivers tools to strengthen their resilience. More than 446,000 people and 17,500 animals benefited from our support in 2021. Our programs take place in India (Bihar and Jharkhand, the two poorest states), in Nepal (HDI ranked 142th out of 189), and Tibet. Karuna comprises 204 people and 65 volunteers. 138 of them work directly in the field while the others are based in France, Switzerland, the United States, and Hong Kong. The headquarters are based in Paris, with a team of a dozen colleagues. Karuna-Shechen collects more than \$4 million in donations worldwide every year. For more information on Karuna and its activities check www.karuna-shechen.org.



Core functions / responsibilities: Under the direct supervision of the CEO, based in Paris, and the Director of Philanthropy, based in Geneva, you will support the management and improvement of our grants process while developing a genuine relationship with our philanthropists, in close collaboration with the Field and Communications Circles. Your main tasks:

Role and responsibilities

- Co-construct and implement the philanthropy strategy alongside the Director and the CEO of the organization
- Establish, develop and maintain an authentic relationship with our philanthropists (donors, foundations, sponsors) and institutional grantmakers
- Autonomously prospect for and manage grants from institutional and private grantmakers (development of project proposal, application review, drafting and control of narrative and financial reports, contractual compliance, internal communication)
- Co-create communication campaigns and co-organize events for our philanthropists
- Update, use, and optimize the CRM as a management tool

Required skills and qualifications

- 4/5 year degree in Political Science, Business School, ...
- 3+ years of experience in the sponsorship/grantmaking sector
- Perfect command of French and English (oral and written)
- Strong writing skills, analytical and rigorous mind
- Outstanding interpersonal skills, empathy, listening ability
- Adherence to our vision of altruism in action and to our work culture (emotional and collective intelligence, ethics)
- Excellent knowledge of basic office tools
- Experience abroad, knowledge of Asia, a familiarity with legacies is a plus



Position: Grants and Philanthropists Relationship Officer

Supervisor: CEO in Paris (France) and Director of Philanthropy in Geneva (Switzerland)

Duty station: Paris with some travels to Europe, India and Nepal

Type of appointment: indefinite term contract (CDI, French law)

Estimated start date: as soon as possible

Remuneration: to be studied according to the profile

Working days: possibility to have a part-time position

Application in English (Cover Letter + Resume) to be sent to team@karuna-shechen.org