

Position Opening

Humanitarian Programme & Funding Support Officer 80% (EN/SP)

Location Geneva, Switzerland or remote (within EU time zones)

Start date 1 May 2026

Contract duration 18 months

FTE 80%, 4 days per week

Summary

The Humanitarian Fundraising & Programme Officer assists the Humanitarian Senior Officer with planning, delivering, monitoring, and evaluating ICN's humanitarian programmes, Nurses for Peace, Disaster Fund and the Girl Child Education Fund. The role also supports funder engagement activities and ensures compliance with funding agreements and helps achieve impactful outcomes aligned with ICN's mission and strategic priorities.

Key Responsibilities

Humanitarian Program Administration (Nurses for Peace & Disaster Fund)

- Facilitate the operational execution of humanitarian programmes, by supporting workplan development, scheduling, and effective timeline management.
- Collaborate with NNA members and relevant local stakeholders to ensure coordinated implementation of humanitarian initiatives on site.
- Formulate and support programme budgets, financial forecasts, and comprehensive financial reporting.
- Monitor programme expenditures to ensure alignment with approved budgets.
- Compile and distribute detailed progress reports, addressing outcomes, challenges encountered, and key lessons learned.
- Assist in stakeholder engagement and the establishment of strong professional relationships.
- Liaise with the Finance team regarding reconciliations, audits, and compliance with funder requirements.
- Coordinate and assist with ICN Congress humanitarian programme development and delivery.

Fundraising and Resource Mobilization

- Identify and pursue new funding opportunities, including grants from foundations, corporate partnerships, and individual donors.

- Work in conjunction with the Humanitarian Lead to support the creation of high-quality funding proposals, concept notes, and donor pitches.
- Partner with the Communications team to ensure messaging, visibility materials, and campaign assets are aligned with fundraising objectives.
- Monitor fundraising performance, analyze trends, and recommend adjustments to optimise impact and long-term sustainability.
- Maintain and foster funder relationships through timely communication and stewardship.

Girl Child Education Fund

- Monitor budgets and carry out regular expenditure reviews to support accurate financial tracking.
- Coordinate with local GCEF NNA coordinators to address reporting and budgeting requirements.
- Compile comprehensive activity and financial status reports.
- Provide assistance to other team members and projects when needed.

Skills & Competencies

- Experience supporting operational delivery of humanitarian or development programmes, including workplan development, scheduling, and timeline management.
- Proven extensive engagement with stakeholders to ensure coordinated on-site implementation of programme activities.
- Experience contributing to programme budgets, financial forecasts, expenditure monitoring, and compliance with funder requirements.
- Proven ability to prepare clear, detailed programme reports summarizing outcomes, challenges, and lessons learned.
- Strong interpersonal skills to support stakeholder engagement and develop effective professional relationships.
- Experience liaising with finance teams on reconciliations, audits, and financial reporting processes.
- Ability to support logistical and programme components for large events or conferences.
- Experience identifying and supporting fundraising opportunities, including grants, partnerships, and individual donor engagement.
- Strong writing skills for drafting high-quality proposals, concept notes, donor pitches, and fundraising content.
- Ability to collaborate with communications teams to align messaging, visibility materials, and campaign assets.

- Analytical skills to monitor fundraising performance, identify trends, and recommend improvements for long-term sustainability.
- Experience coordinating scholarship, sponsorship, or education-related funds, including budget tracking, reporting, and communication with local coordinators an asset.
- Proficiency in Microsoft 365 (Excel, Word, Teams, SharePoint) and comfortable working with CRM, fundraising tools, or financial tracking systems.
- Excellent spoken and written command of English and Spanish, with the ability to produce high-quality written materials in both languages; French is an asset.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities in a fast-paced, multicultural environment.
- Flexible, collaborative, and able to support colleagues and additional projects as needed.

Application Process

Please submit your CV and cover letter detailing relevant experience and motivation to decurnex@icn.ch.

Deadline 3 April 2026

ICN is committed to diversity and inclusion and encourages individuals from all backgrounds to apply. Join us in our mission to support and strengthen nursing worldwide. [Together, we can make a difference.](#)