



Members and Partners Development Coordinator

Job title: Members and Partners Development Coordinator

Reports to: Senior Membership Manager, Members and Partners Development

Location: Geneva, Switzerland

Availability: As soon as possible

About UICC

The Union for International Cancer Control (UICC) is a non-government organisation based in Geneva which serves an international and diverse population of cancer organisations to unite the cancer community to reduce the global cancer burden, to promote greater equity and to ensure cancer continues to be a priority in the world health and development agenda. We have achieved this by building a membership base of over thousand organisations and engaging in partnerships with more than 60 organisations across the United Nations, academia, health and private sector.

UICC convenes members and partners to encourage collaboration and new thinking through keystone events (World Cancer Congress, World Cancer Leaders' Summit and World Cancer Day). Through our capacity building activities, UICC supports its members do a better job tomorrow than they do today and increase their impact by scaling up their relevance, reach and sustainability in their own settings. With our members and partners, we drive forward the key advocacy priorities building upon key international agreements (the Sustainable Development Goals, the Global Action Plan on NCDs and the 2017 Cancer Resolution at the World Health Assembly) to ensure that these global goals and targets are translated into national action.

UICC has a team of 40 people based predominantly in Geneva, Switzerland led by a CEO, reporting to a Board of Directors. It has an annual income of approximately \$10m and has plans to grow significantly in the coming years. The UICC works in new offices in Geneva situated close to the United Nations and the World Health Organisation, with whom it has formal relations.

In recent years, UICC has received international awards for its Congress, Summit, use of social media, website and membership engagement. We consider ourselves to be a top-level NGO which aspires to deliver excellence at all times. UICC conducts monthly staff engagement surveys which show that the organisation is a very good employer benchmarked to other organisations in the sector.

In addition, UICC offers its staff a range of benefits which includes:

- an excellent pension plan (2/3 contributions from UICC)
- accident insurance, business travel insurance and loss of income insurance premiums 100% paid by UICC
- excellent office facilities equipped with new technology.

Summary of the position

The Members and Partners Development Coordinator will support the Senior Membership Manager, Members and Partners Development to successfully conduct the day-to-day operational management and the delivery of all activities pertaining to UICC's membership base.

The Coordinator will also work with other UICC teams and external stakeholders to support the recruitment and engagement of new members and partners.

Main responsibilities

Duties and responsibilities of the Members and Partners Development Coordinator include but are not necessarily limited to:

General logistics and-administrative support

- Overall assistance in the planning, coordination and follow-up of Membership activities and ad-hoc support to the Director, Members and Partners Development
- Support with day-to-day logistics and administration, including managing members' processes (applications, reminders etc.) and general management of the members and partners data in the databases
- Coordinate the planning, and follow-up of meetings

Communication

- Support the development of regular marketing and communications materials such as presentations, concept notes, reports and keep web content updated aimed at members and partners
- Prepare the Members' Corner for the monthly UICC Newsletter, gathering content from Members and working across the organisation to showcase the opportunities and UICC's value for Members'
- Coordination of the Membership and Partnership Team's communications needs, including opportunities to showcase Members' stories, and representing those at the Monthly Editorial Meeting

Mapping prospects and membership engagement activities

- Collect and analyse relevant information and profiles of potential members and partners through research, expanding the prospect lists and database
- Organise members development related events
- Support with key projects including conducting background research and preparing materials

Skills and competencies

- Advanced studies and at least 1 year professional experience, ideally in an international organization or in an NGO
- Experience and proficiency in administrative procedures, managing files and records
- Proficiency in Microsoft Word, PowerPoint and Excel a must, experience with databases
- Interest and understanding of the non-profit sector and/or global health
- Excellent communication skills – interpersonal, written and verbal
- Strong attention to detail and accuracy
- Strong organisational, planning and time management skills
- Able to deliver quality results under time constraints in a fast-paced environment
- A high level of written and spoken English; other languages such as French and Spanish a plus
- The candidate should be eligible to work in Switzerland

Applications

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position to careers@uicc.org. Deadline for applications: 17 august 2021.

Only short-listed candidates will be contacted.