

Portfolio Manager

Fondation Botnar is a philanthropic foundation based in Basel, Switzerland. It is dedicated to improving the well-being of young people around the world. Working together with partners from civil society, the public sector, academia, and the private sector, the foundation develops and supports innovative programmes and partnerships at the intersection of education, sustainable urban development, mental health, and human rights-based digital transformation.

To further develop its portfolios in Sub-Saharan Africa and Latin America, Fondation Botnar is seeking a committed, internationally experienced, and results-oriented professional to join the team as a

Portfolio Manager

In this role, you will play a key part in the development, management, and strategic oversight of portfolios, as well as in partnership management. You will support programmes and partner organisations throughout the entire grant lifecycle, with a strong focus on impact, quality, and organisational learning. Working closely with local, national, and international partners, you will make a significant contribution to the effective implementation of Fondation Botnar's strategy.

You bring five to ten years of experience in international programme management, complemented by solid hands-on field experience, ideally in Sub-Saharan Africa or Latin America. You have experience working with young people and a genuine interest in addressing complex social challenges. As a collaborative team player, you are comfortable working in intercultural environments and are recognised for your structured, reliable, and pragmatic approach. You think strategically and conceptually, while remaining solution-oriented and constructive, particularly in times of change.

A university degree and excellent command of English are essential. Knowledge of German, French, and/or Spanish is considered an asset.

Fondation Botnar offers a permanent position within an international, purpose-driven organisation that provides significant scope for initiative and professional growth. Based in Basel, you will be part of a dedicated team and travel internationally on a regular basis. A valid Swiss work permit or citizenship of an EU/EFTA member state is required.

We look forward to receiving your application.

Contact: Jean-Pierre von Burg
Markus Theiler

Arbeitsort: Basel

Pensum: 80 - 100 %

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