



**karuna
shechen**

founded by
Matthieu Ricard

Job Description – Philanthropists Relations Officer

About Karuna-Shechen: Founded by Matthieu Ricard in 2000, Karuna-Shechen acts and advocates for a more altruistic world with the conviction that altruism is a key to build tomorrow's world and offers concrete solutions to the challenges of our century. More than ever, Karuna-Shechen is convinced of the need to cultivate kindness and cooperation to build a better world. For 24 years, our organization fights the cycle of poverty and reveals the full potential of the most disadvantaged women, men, and children in India, Nepal, and Tibet. The families we assist live in isolated rural areas where they have little or no access to healthcare services, quality education, or economic opportunities. We accompany these individuals in their empowerment and resilience-building, making them active participants in their own development. This is how they progress towards a better future. Every year, more than 450,000 people benefit from our help. A team of 250 employees and about 50 volunteers support the association on a daily basis, most of the employees and volunteers are on the ground in Kathmandu (Nepal) and Bihar/Jharkhand/Darjeeling (India), and the rest are located in France, Switzerland, the United Kingdom, the United States, Canada and Hong Kong. The HQ is based in Paris. Karuna-Shechen collects more than \$3 million in donations worldwide every year. For more information on the association and its activities: <https://karuna-shechen.org/en/>

Core functions / responsibilities: Employed by the Paris head office, under the direct supervision of the CEO in Paris and the Director of Philanthropy in Geneva, you will nurture a genuine relationship with our philanthropists (major donors, private foundations, sponsors, and testators) to support our mission. You will be actively engaged in the development and management of our private grants 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, rooted in our shared values
 - Plan and implement regular tailored communication
 - Ensure personalized acknowledgment of donations and follow up with updates
 - Create, co-organize, and participate in exclusive events
- Identify and cultivate new potential philanthropists by networking and pairing with the Board
- Acquire and follow up on new grants (projects identification, review of project proposal prepared by the grants manager, application review, contractual compliance)
- Bring innovation in projects and processes to secure and increase philanthropists' engagement and contributions

Background

- 4/5 year degree in Political Science, Business School, ...
- 3+ years of proven experience in major donors relation and legacies, preferably in an NGO or social impact setting
- Proficiency in basic office tools and CRM software

Required skills

- Outstanding interpersonal skills, empathy, integrity, and authenticity
- Adherence to the values and messages of our founder Matthieu Ricard, to our vision of altruism in action, and to our work culture (emotional and collective intelligence, ethics)
- **Fluent in English and French**
- Excellent written and verbal communication skills, with a flair for writing
- Rigorous mind
- Ability to work independently and take initiative
- Experience abroad and knowledge of Asia are a plus



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Position: Philanthropists Relations Officer

Employer: Karuna-Shechen Association, located in Paris, France

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

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

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

Working days: full-time - possibility of 4 days per week

Remote work: 2 days per week possible

Remuneration: Remuneration: €32k - €40k gross per annum for a full-time position (salaire brut annuel)

In addition: Lunch vouchers worth €10 per day paid at 60% (tickets restaurants); Mutual insurance and provident fund covered at 100% (mutuelle et complémentaire santé)

Estimated start date: as soon as possible

**Please send your CV and cover letter to team@karuna-shechen.org
with the subject line "CDI Philanthropists Relations Officer / First name NAME".**