



The International Association for the Protection of Intellectual Property (AIPPI) is recruiting a

Communications & Marketing Manager (80-100%)

Application deadline: 1 October 2019

The International Association for the Protection of Intellectual Property (AIPPI), domiciled in Switzerland, is the world's leading non-governmental organization with currently over 9'000 Members in 121 countries. The objective of AIPPI is to promote, develop and harmonize intellectual property protection on the international and national level. It pursues this objective by working for the development, expansion and improvement of international and regional treaties and agreements and national laws relating to intellectual property. Furthermore, it operates by conducting studies of existing national laws and proposes measures to achieve harmonization of these laws on an international basis. AIPPI also intervenes with submissions before major courts and legislative bodies to advocate for strengthened IP protection. The organization is politically neutral and also serves as a global resource for information, opinion and advice about existing and proposed IP laws.

The management of AIPPI is entrusted to a volunteer board known as the Bureau. The work of AIPPI is conducted by various committees, consisting of volunteer members from National and Regional Groups (NRGs). The AIPPI General Secretariat based in Zurich (Switzerland) employs 11 staff members responsible for financial and membership administration, the planning of the Annual World Congress, media, sponsorship, publications and IT.

We are currently looking for a Communications and Marketing Manager (80-100%) to complete our team at the General Secretariat in Zurich, Switzerland. The position is advertised for an initial period of 2 years with the possibility of extension

Job title:	Communications & Marketing Manager
Vacancy Number:	2019/03
Duty station:	AIPPI General Secretariat, Zurich, Switzerland
Workload:	80-100%
Starting date:	2 December 2019 or upon mutual agreement
Duration:	Two years with the possibility of extension
Reporting to:	Executive Director
Cooperating with:	General Secretariat, internal and external stakeholders of AIPPI, individual AIPPI members
Your tasks:	<ul style="list-style-type: none">- Developing and delivering communication and marketing strategies for AIPPI and its Annual World Congresses- Generating and developing creative ideas for raising AIPPI's profile with key audiences- Supporting the introduction and further development of a modern CRM system (MS Dynamics 365)- Developing content for AIPPI's website, social media and other digital content

	<ul style="list-style-type: none"> - Contributing to media articles, news stories, blogs and marketing - Providing editorial support to colleagues to communicate content effectively - Liaising with publishers and graphic designers to create visually engaging reports, marketing material and online content
Your Profile:	<ul style="list-style-type: none"> - Minimum of 5-8 years of relevant work experience in communication and marketing, ideally in an international membership organisation setting - Excellent time management and interpersonal skills with ability to meet deadlines under pressure - Native English speaker or proven track record in English communications; other language skills (German, French, Spanish, etc.) would be an asset - Capability to communicate concisely and diplomatically in an international business/legal environment - Fully proficient with MS Office and WordPress, prior experience with MS Dynamics 365 and various social media channels (Twitter, LinkedIn, Facebook) would be an important asset - Ability to work precisely and independently within tight deadlines - Interest in working in an international and multicultural team - Eligible for Swiss work permit (EU/EEA, British and Swiss nationals only unless already a B or C work permit holder)
Salary:	Internationally competitive salary in line with the candidate's qualifications and experience
Application:	<p>Please send your complete application documents (CV, concise cover letter, work certificates, etc.) as well as two work samples to hr@aippi.org using the heading and indicating where you found this advertisement.</p> <p>Once a decision is reached the applicant will be notified by email. Please refrain from contacting us about the status of the application process.</p>
Deadline:	The deadline for submission of applications is 1 October 2019 .
Contact person:	Please contact Dr. Arno Hold, Executive Director of AIPPI (a.hold@aippi.org), if you have specific questions.