



Vacancy

IFOAM EU Project and Fundraising
Coordinator

Vacancy: *Project and Fundraising Coordinator*

Job title: Project and Fundraising Coordinator

Reports to: Fundraising & capacity Building Manager

Job purpose:

1. Ensure effective coordinate of projects under EU schemes (mainly LIFE and Erasmus +), implemented in IFOAM EU.
2. Mobilise resources from private foundations and the EU funding schemes in order to ensure financial stability and growth of IFOAM EU.

Key tasks:

1. Project coordination (50%)

- 1.1. Monitor and coordinate projects' implementation including planning the overall process, liaising with colleagues as well as external partners, setting up monitoring methodologies and tools.
- 1.2. Compile project technical and financial reports and ensure their quality and timely delivery to the donors (European Commission and its agencies).
- 1.3. Ensure good relationship with the donors, liaise with them regarding implementation of grants, prepare and submit all requested documentation.
- 1.4. Play active role in the preparation of audit and monitoring visits.
- 1.5. Represent IFOAM EU in meetings organized by the donors.

2. Fundraising (50%)

- 2.1. Identify suitable foundations according to IFOAM EU strategic priorities, develop contacts with them and present ideas for potential funding.
- 2.2. Analyse potential calls for proposals within EU funding schemes.
- 2.3. Write project proposals for funding, prepare budgets and other documentation and submit complete project applications to potential institutional (EU, governmental agencies) and private funders.
- 2.4. Support Fundraising Manager in the implementation of IFOAM EU fundraising strategy by proposing new ideas and identifying other than currently considered funding opportunities.

What kind of person are we looking for?

Education & Qualifications

- University degree (Bachelor minimum) in environmental, agricultural, political sciences, project management or equivalent.

Experience - Essential

- First experience (2-3 years) in EU projects framework (preferably LIFE, Erasmus+) and fundraising (EU schemes and/or private foundations).
- Good knowledge of EU funded project management and procedures.

- Knowledge about the organic food and farming sector, or experience in an NGO on EU level in the area of food/agriculture/environment.
- Experience of managing relationships with partners, and partnership-building.
- Experience in writing project proposals.
- Strong computer skills and proven experience in Excel, PowerPoint, Word.

Experience - Desirable

- Work experience in Non-Governmental-Organisations.
- Previous experience in coordinating LIFE action and operating grants as well as Erasmus + European Voluntary Service is a strong asset.

Skills & Attributes

- Effective communication skills in English including verbal, written and presentation skills
- Knowledge of German is an asset
- Able to develop your work independently
- Flexibility; able to work under pressure and to deadlines
- Showing self-initiative and able to propose new solutions
- High attention to detail & good organisational skills
- Ability to work in a truly intercultural environment
- Curious & creative
- Reflect and have empathy with the aims and objectives of IFOAM EU

Conditions of employment

- Full time position
- Only EU citizens or with a valid Belgian working permit
- Based at the IFOAM EU office in Brussels
- Monday to Friday, 38 hours/week
- Gross salary between 25.800€ and 31.000€ (including holidays payment) depending on qualifications and experience
- Extra-legal benefit: Health insurance, meal voucher, 100% public transport payment
- Employment period: 6-month contract (sick leave replacement)
- Starting date: as soon as possible

Closing date for applications:

31/07/2019

Interviews will take place on 6-7-8 August, so please save the date in your agenda!

Please complete the application form and submit it (in word or PDF format) by email to employment@ifoam-eu.org.

Only applications using the form and send to the right email address will be considered.