



## CALL FOR APPLICATIONS

### PROGRAMME DIRECTOR

European Women's Lobby Secretariat Brussels

Preferred start date: 11<sup>th</sup> July 2022

Deadline for applications: 24<sup>th</sup> May 2022 23:59 CET

### DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

You are in the right place! [The European Women's Lobby \(EWL\)](#) is the largest umbrella network of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 26 EU Member States, 3 official-candidate countries, Iceland, United Kingdom as well as 17 European-wide member organisations. The EWL campaigns for a feminist Europe, promoting women's rights and equality between women and men in the European Union.

### YOU COULD BE THE PERSON WE ARE LOOKING FOR!

We are looking for a **PROGRAMME DIRECTOR** to coordinate the organisation's fundraising and budget management through our Financial Resilience and Sustainability Plan. This will include the coordination of EWL's EC grant applications, reporting for liaison and contact with funders, and developing the case for the better funding and resourcing of the women's movement, including within EWL.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing feminist culture. As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities to apply.

### HOW TO APPLY

Please read the instructions and the role description, necessary skills and attributes and conditions carefully before you apply. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed.

You are requested to submit to the European Women's Lobby via email at [jobs@womenlobby.org](mailto:jobs@womenlobby.org)

- Your CV - two pages maximum in Word or PDF. Name your file as 'Last name\_CV\_PD'
- A maximum one-page cover letter outlining your motivation and your experience relevant to the role. Name your file as 'Last name\_cover letter\_PD'

Please keep in mind that only applications transmitted via the correct procedure will be considered.

**Closing date** for applications is **24<sup>th</sup> May 2022 23:59 CET**.

**Interviews of shortlisted candidates** will be held during the week starting **14<sup>th</sup> June 2022**.

Interviews will be carried out online, through ZOOM.

### ROLE DESCRIPTION

Role Title:	Program Director
Reporting To:	Secretary General
Location:	EWL Secretariat, Brussels

## ROLE

### Overall responsibilities

1. **FUNDRAISING AND BUDGET MANAGEMENT:** Coordinating the implementation of the Financial Resilience and Sustainability Plan of the organisation, including the coordination of EWL's EC grant applications, reporting for liaison and contact with funders including ensuring EWL overall budget management
2. **INFLUENCING:** Developing the case for the better funding and resourcing of the women's movement including EWL

### Objectives and activities

#### 1. FUNDRAISING and BUDGET MANAGEMENT

- Managing 2 Programme Officers
- Coordinate the implementation of the financial resilience and sustainability plan through engagement of EWL staff and executive committee in line with the EWL strategy and policies
- Coordinate the management of EWL's European Commission funding application and reporting
- Working in collaboration with colleagues to identify and develop programmes for funding for EWL work, through writing project proposals and budgets
- Ensuring quality donor reporting and budget management of funded programmes and projects
- Undertaking donor retention, outreach and networking to develop strong relationships with donors such as the European Commission, Foundations, and corporate donors
- Working in collaboration with colleagues, strengthening the fundraising and programme capacity of members to identify joint projects for funding opportunities
- Work collaboratively with others in the Secretariat to ensure that fundraising work is integrating with all other areas of work, including overall policy and campaigns work, risk and resource management, finance, membership and communication
- Participate in regular management and coordination team meetings to provide a fundraising and programme perspective in review management of financial and human resource allocation, and managing reputational and financial risk and opportunities

#### 2. INFLUENCING

- Developing strategies to campaign on the resourcing of women's rights organisations across Europe
- Contributing to the better resourcing of the women's movement and thus the EWL in the future; contributing to this essential and highly political work of the EWL
- Managing and leading special projects linked to future resource mobilisation
- Working with members to identify opportunities for large scale joint campaign projects
- Participating on behalf of the EWL in alliances to cultivate and maintain good relationships with women's CSOs and (I)NGO's working on resource mobilisation for women

## SKILLS & ATTRIBUTES

EWL embraces a feminist culture that imbibes our core [values, vision and mission](#). We are, therefore, seeking a future colleague who will embrace and commit to our EWL Feminist Culture and is aligned with EWL's positions, especially on male violence against women and prostitution as per the EWL position paper "[Towards a Europe Free from all Forms of Male Violence Against Women](#)".

This position requires excellent organisational development, programme development, time management and project management skills.

- ✓ Commitment to intersectional feminism and women's rights. Alignment with the [European Women's Lobby Strategic Framework, vision, mission and values](#);
- ✓ Alignment with EWL positions; especially on male violence against women and prostitution as per the EWL position paper "[Towards a Europe Free from all Forms of Male Violence Against Women](#)"
- ✓ **Minimum of 10 years of professional or full-time volunteer experience with 7 years of experience in fundraising** from foundations, corporations, EU governments and institutions for NGOs (preference for European-level NGOs)
- ✓ Must have experience in building the financial resilience and sustainability of an organisation in a previous or present role;
- ✓ Demonstrated experience successfully managing and reporting on complex European Commission grants;
- ✓ Proven track-record of consistently raising large multi-annual funding from foundations and corporations at EU or international level;
- ✓ Very strong financial literacy including an ability to work with complex budgets and financial reporting with donors including narrative and basic financial reporting for donor funded projects;
- ✓ Dealing with new and existing contacts and strong networks in European foundations, corporations, EU governments and institutions;
- ✓ Background in social justice and European civil society with knowledge of the funding community for women's rights organisations and a deep knowledge of the funding environment for civil society organisations, especially pan-European organisations
- ✓ Strategic thinker, able to translate goals into action with excellent problem-solving skills including putting in place frameworks, planning and implementation, and functional ways of working where needed;
- ✓ Optimistic, easy-going and warm, with feminist leadership and management skills;
- ✓ Proficiency in spoken and written English is essential

#### Preferred Qualifications:

- ✓ Knowledge and experience of working to influence the EU Institutions on women's rights
- ✓ Previous experience in an NGO or social movement/network
- ✓ Familiarity with budgeting and database software
- ✓ Demonstrated experience in movement building
- ✓ Knowledge of French and other languages is an asset

#### WHAT WE OFFER

- ✓ A great deal of personal autonomy, flexibility, and room for creativity and innovation
- ✓ A friendly and lively multicultural environment in a small team of dedicated feminists
- ✓ Feminist working culture committed to staff development and personal evolution
- ✓ A gross salary of 4,000 EUR/month plus benefits: 13th month, "pécule de vacances", pension (assurance groupe), hospitalisation insurance, lunch vouchers and reimbursement of local transportation.
- ✓ A long-term contract under Belgian law starting as soon as possible, preferably before the 11<sup>th</sup> July 2022



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