

**CALL FOR APPLICATIONS - PROGRAMME OFFICER
EUROPEAN WOMEN'S LOBBY SECRETARIAT
Permanent Contract**

Role title: Programme Officer – EU and Institutional Fundraising
Preferred start: September 2022
Deadline: 25 August 2022 23:59 CET

Kindly be aware that the applications will be reviewed on a rolling basis.

DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

Then you have come to 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 OFFICER – EU AND INSTITUTIONAL FUNDRAISING** to support the implementation and development of the EWL's fundraising strategy, in particular in relation to the European Commission and the institutional fundraising in Europe.

The EWL is recruiting a reliable, well-organised and dynamic Programme Officer to help us raise the funding we need to implement our [organisational strategy](#). The Programme Officer will work closely with the Programme Coordinator, the staff at the Secretariat and the Members of the European Women's Lobby to implement our [Financial Resilience and Sustainability Plan](#).

In addition to having the relevant experience in project design and fundraising (outlined below), the Programme Officer needs to be very well organised, systematic and to have excellent skills for communicating and establishing trust with colleagues, members, and donors.

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

- Your CV - two pages maximum in PDF. Name your file as 'Last name_CV_PO'
- One page cover letter in PDF outlining your motivation and your experience relevant to the role. Name your file as 'Last name_cover letter_PO'

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

Closing date for applications is **25 August 2022 23:59 CET**. However, we will be reviewing the applications on a rolling basis and reserve the right to close the call once the position is filled.

Interviews of shortlisted candidates will be held in the week starting the **29 August 2022**. Successful candidates will be asked to travel to Brussels for the final interview in early September. The final interviews will be carried out in person – in case of need of travel, the EWL can reimburse up to 200€ on travel expenses.

Role Profile: Purpose, Summary, and Core Responsibilities

Role Title: Programme Officer – EU and Institutional Fundraising
Reporting to: Programme Coordinator
Location: EWL Secretariat, Brussels – the EWL Secretariat is established in Brussels.

ROLE & RESPONSIBILITIES

The Programme Officer's (PO) overall role purpose is to **support the implementation and development of the EWL's fundraising strategy**. The PO will be particularly in charge of managing our relationship with our main funder, the European Commission as well as with other institutional organisations in Europe. The PO will be in charge of applications, monitoring and reporting of activities to the European Commission as well as play the role of adviser to the Programme Coordinator and the Secretary General on the EC funding programmes. The Programme Officer will also support the Programme Coordinator with internal developments, following the adoption of the new [EWL's Strategic Framework](#) (2022-2026).

More specifically:

1. FUNDRAISING (70%)

To support the design and implementation of the Financial Resilience and Sustainability Plan of the organisation, including coordination of EWL's EC grant applications and reporting, and the relations with a range of existing and new funders, namely:

- Working on the EWL’s European Commission annual funding application, implementation and reporting;
- Working in collaboration with the Programme Coordinator, Hub colleagues and the Secretariat to identify and develop programmes for funding for EWL work, through writing project proposals and budgets for existing and new programmes and projects;
- Managing and coordinating pilot projects, delegating tasks to external consultants when appropriate.

2. PLANNING AND MONITORING (30%)

To support the development of reinforced planning, monitoring and learning systems and cycles for all of EWL’s work, including project design, proposal development and reporting:

- Ensuring quality project implementation; and quality donor reporting and budget management of funded programmes and projects; and
- Together with the Programme Coordinator, works closely with the Policy and Campaigns Hub to develop programme and campaign goals and objectives, create measurement and assessment tools, and enhance programme design to meet funder needs.

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](#)”.

Essential Qualifications:

- Minimum of 3 years of professional experience in fundraising (European Commission, foundations, corporations, EU governments and institutions for NGOs (preference for European level NGOs)
- Experience and specific knowledge in successfully managing and reporting on complex European Commission grants
- Financial literacy including ability to work with complex budgets and financial reporting with donors including narrative and basic financial reporting for donor funded projects
- Proven track-record of consistently raising funds from foundations and corporations at EU or international level
- Experience in supporting the financial resilience and sustainability of an organisation in a previous or present role
- Excellent organisational, project management and monitoring skills, and time management
- Strong communication and interpersonal skills
- Sense of initiative
- Ability to work independently while being an enthusiastic team player
- Reliable and diplomatic attitude
- Proficiency in written and spoken English
- Familiarity with budgeting and database software

Preferred Qualifications:

- Previous experience in an NGO or social movement/network
- Solid IT skills including use of online communication and social media tools
- Proficiency in written and spoken French
- Knowledge of VAT at European Level

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 3120 euros /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

The EWL will accept a rolling application until the position is filled. Interested candidates are encouraged to apply as soon as possible. A review of applications will begin on 29 August 2022

Please note, only shortlisted applicants will be contacted.