

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

**Role title:** Programme Coordinator  
**Preferred start:** September 2022  
**Deadline:** 25 August 2022 23:59 CET

**Kindly be aware that 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!

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

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 PDF. Name your file as 'Last name\_CV\_PC'
- One page cover letter in PDF outlining your motivation and your experience relevant to the role. Name your file as 'Last name\_cover letter\_PC'

**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**.

The first round of interviews will take place online during the week of 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 Coordinator  
**Reporting to:** Secretary General  
**Location:** EWL Secretariat, Brussels – the EWL Secretariat is established in Brussels.

### ROLE & 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, institutional and private funding, reporting for liaison and contact with funders including ensuring EWL overall budget management.

- Managing the Programme Hub and providing guidance to both Programme Officers
- Support management and development of a diverse portfolio of institutional, private, corporate and hybrid funding resources, including research, outreach and retention including private foundations, individual donors and corporate partners;
- Overseeing the activities of the Programme Hub to ensure a coordinated and strategic approach to both private and institutional fundraising
- Coordinate the implementation of the EWL financial resilience and sustainability plan through engagement of the EWL Executive Committee and Secretariat in line with the EWL strategy and policies
- Coordinate the management of EWL's European Commission funding application and reporting
- Developing EWL's fundraising prospects
- Elaborating and implementing a funding diversification strategy
- Preparing and monitoring of project contracts
- Strengthening the fundraising and programme capacity of members by identifying funding opportunities for joint projects
- 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
- Providing management information for the Secretary General, the Executive Committee and the Board, to contribute to a better ongoing planning, reporting, monitoring and learning

## 2. INFLUENCING

- Developing strategies to campaign on the resourcing of women's rights organisations across Europe;
- Representing EWL's externally on the fundraising scene and sustaining relationships with donors;
- 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
- 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 the women's movement

## 3. CAPACITY BUILDING

- Building the capacity of EWL staff and members and provide them with support on financial sustainability and resilience;
- Provide support and training on resource mobilisation to EWL Teams and Members;
- Work collaboratively with others in the secretariat 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.

## 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 5 years of professional experience in fundraising (European Commission, EU governments; foundations, corporations and institutions for NGOs (preference for European-level NGOs)
- Experience in funding sources diversification
- 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;
- Successful management of new and existing contacts and strong networks in European foundations, corporations, EU governments and institutions;
- Very strong financial literacy including ability to work with complex budgets and financial reporting with donors including narrative and basic financial reporting for donor funded projects;
- 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;
- This position requires excellent organisational development, programme development, time management and project management skills;
- Proficiency in spoken and written English;
- Familiarity with budgeting and database software

#### **Preferred Qualifications:**

- Previous experience in an NGO or social movement/network
- Demonstrated experience in movement building
- Knowledge of French is an asset

#### **What we offer**

- A great deal of personal autonomy, flexibility, initiative, 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.

**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.