

### **Job description: Partnerships and Grants Officer**

Eurochild is creating a new role in its Secretariat in Brussels to support its efforts to build new and strengthen existing partnerships and identify new sources of funding.

Eurochild seeks an entrepreneurial professional to join its team as Partnerships and Grants Officer on a part-time basis, starting April 2017.

#### **The Partnerships and Grants Officer will:**

- Contribute to the development and implementation of a fundraising strategy, as guided by the Management Board.
- Identify and monitor EU/EEA grant opportunities and draft grant proposals, in coordination with relevant staff or member or external organisations.
- Map relevant corporates, foundations and philanthropic organisations; arrange and prepare meetings of the Secretary General and Eurochild Board members.
- Undertake research to identify alternative resources for the financial sustainability of the network
- Work with external consultant to develop proposals and business cases for various key leads
- Assist the Communications team to prepare relevant materials and messages to inform target audiences of Eurochild's contribution to the realisation of children's rights.
- Use Eurochild's database tools (Salesforce) to maintain contacts and monitor and evaluate impact of the efforts.

#### **Skills requirements:**

- Excellent knowledge of project design (logical framework approach and similar tools); proposal writing; fundraising/marketing; donor relations management.
- Educational background in marketing, sales, or related would be preferred
- 3-5 years of demonstrable knowledge and experience in grant writing and donor management for non-profit organisations.
- Experience of working in EU umbrella organisations would be desirable
- Proven record of successful applications from EU, bilateral donors, and Trusts and Foundations
- Experience of researching funding opportunities from EU, Trusts, Foundations and Corporates
- Commitment and interest in children's rights
- Excellent command of English; working knowledge of French would be an advantage; other EU languages are an addition.

#### **Benefits:**

Eurochild will offer a part time (3 days/week) fixed term contract lasting till end-2018 to the successful candidate, with possibility of extension.



The contract offers:

- Holiday entitlement pro rata of 20 legal days and 8 extra-legal days
- Opportunities for professional training and personal growth
- Monthly gross salary pro rata of €2,750 + benefits (13th month, travel expenses, lunch tickets, full hospitalization & pension insurance)

### **How to apply**

Please submit a completed application form [online](#).

**Deadline: 15 February 2017, 17hrs CET**

**Timeline: Interviews to take place in the week of 6 March;**

**Expected start date: 1 April 2017**

**Contact:** For questions regarding the vacancy, please email [prerna.humpal@eurochild.org](mailto:prerna.humpal@eurochild.org).

