



## **Climate Action Network Europe is looking for a Fundraising Coordinator (m/f/x, based in Belgium)**

Climate Action Network (CAN) Europe is Europe's largest coalition working on climate and energy issues. With over 200 member organisations in more than 40 European countries – representing over 40 million citizens - CAN Europe works to prevent dangerous climate change and promote sustainable climate and energy policy in Europe.

We're currently seeking a committed and motivated individual with demonstrated experience in fundraising to work with us on fundraising strategy development & implementation; partnership building; fundraising and reporting (coordination) for the Secretariat and other processes relating to supporting and framing the operations with CAN Europe. The position is full-time or 4/5ths, while being based in Belgium and working from our offices in Brussels, with teleworking authorised.

### **Required skills and experiences:**

- 5+ years of relevant professional experience in fundraising, donor management or in a related role;
- In-depth knowledge of the philanthropic and institutional funding landscape for Europe (including EU funding programmes and foundations funding European NGOs),
- Excellent level of written and spoken English, with good proofreading ability;
- Outstanding communication and networking skills; proven ability to form good working relations, both internally and externally;
- Experience in creative proposal writing combined with the ability to structure impacts, outcomes and outputs (chain of results);
- Understanding of NGO finances and budget: comfortable enough with figures to manipulate, present and negotiate budgets;
- Demonstrated strategic thinking, problem solving and strong organisational and project management skills, with the ability to multitask, coordinate multiple stakeholders and meet deadlines;
- High level of motivation and initiative and ability to motivate colleagues toward a common goal;
- Ability to put in place practices and processes that enable the integration and convergence of a wide range of different objectives and positions.
- Demonstrated alignment with the mission, the modes of action, and the values of CAN Europe.



### Other desirable qualities:

- Experience of working with a network of NGOs in the climate, energy, and development fields;
- Working knowledge of application and reporting processes to EU funding programmes (e.g. the LIFE programme);
- Experience in building and maintaining relationships with trusts and foundations;
- Demonstrated ability to set priorities and finish projects with both internal colleagues and external stakeholders within several overlapping processes;
- Knowledge of EU institutions and processes and good understanding of CAN Europe's missions and goals.

### Job contents:

- This position will focus on maintaining and continuing existing streams of funding and on conceptualising and establishing new opportunities for funding and building on the capacity of our CAN Europe network (see job description).
- Tasks will include the tasks listed in the job descriptions (including fundraising strategy development & implementation; partnership building; fundraising and reporting coordination for the Secretariat).

### With this opportunity, we offer:

An open-ended contract with flexible working hours and the possibility of teleworking.

This position is based in Brussels but it is also open to applicants from the European Union or those already in possession of a residence and a work permit. We are not considering sponsoring visas this time.

Remuneration is based on our Belgian salary grid. We will offer a Belgian open-ended contract with an expected salary of between 3.700,00 € and 3.900,00 € gross/month depending on the relevant years of experience (5 to 9 years) and subject to Belgian tax; Meal vouchers (7,00 €/day); transport costs; eco-vouchers (250,00 €/year); sport and culture vouchers (100,00 €/year), phone allowance (39,00 €/month); and work computer.

### More about us

We are an open and inclusive, multicultural, multilingual team and explicitly encourage applications from all applicants, independent of their age, ancestry, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex or sexual orientation.

### How to apply

Please send an email with your CV and a Motivation letter explaining how you fit the job profile for this specific position, both written in English, to: [jobs@caneurope.org](mailto:jobs@caneurope.org). **Important:** Subject line must be "*Application: Fundraising Coordinator*".



Interviews will be conducted in English.

**Closing date for applications: Tuesday 26 March 08:00 Brussels time.**

- First round of Interviews, most likely on Tue 02 April (online)
- Second round of interviews in the week of 08 April (online)
- A written test will be requested between both rounds.

The expected start date is flexible but should be as soon as possible thereafter.

This position was first advertised on the 5th of March 2024. All applications will be reviewed after the closing date has passed.

#### Contact

For any questions in relation to this position, please contact Winfried Hoke, [winfried.hoke@caneurope.org](mailto:winfried.hoke@caneurope.org).