



Job description

Position/Title	Fundraising and Network Outreach Coordinator
Goal of Position	<p>Coordinator of the network and outreach team and fundraising activities. This is a leadership position designed to work with the Director staff and our members to maximise our organization's ability to operate successfully.</p>
Main Functions & Responsibilities	<p>Fundraising:</p> <ul style="list-style-type: none"> ▪ Support fundraising strategies and reporting ▪ Overseeing fundraising applications with Director & policy officers ▪ Maintaining and developing relationships with existing funders ▪ Overseeing reporting on existing grants ▪ Conducting research on and outreach to potential future funders ▪ Managing and updating funder's databases <p>Network outreach :</p> <ul style="list-style-type: none"> ▪ Support policy coordinators and network members to ensure optimal participation of members in our policy work ▪ Ensure full oversight of the capacity of our members in specific regions and maintain regular communication with our members ▪ Scope out potential new members or other relevant partners that could participate in our policy work ▪ Contribute to any process to improve the impact of our network ▪ Ensure full reporting of General Assemblies <p>Input to internal affairs :</p> <ul style="list-style-type: none"> ▪ Provide input to other fundraising and reporting activities as required ▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required ▪ Work on other projects as assigned by the line manager
Time requirements	<ul style="list-style-type: none"> ▪ Full-time or 4/5
Supervisory responsibilities	<ul style="list-style-type: none"> ▪ Supervise support staff and interns, as appropriate
Location	Brussels or home-based (given the greater needs for our support from our network members from southern and eastern Europe, such location would be welcomed)