CONCORD
European Confederation of NGOs working on sustainable development and international cooperation

Governance and Fundraising Adviser

(100% Permanent Contract)

Brussels, Belgium

CONCORD is seeking a highly motivated and exceptionally well-organised Governance and Fundraising Adviser who would relish the opportunity to support the Director of a fast-paced and agile Secretariat on all governance-related work and fundraising. The post-holder will also work closely with the CONCORD Board so that they can collaborate effectively and strategically with the Director and Member Delegates to increase our reach and impact. This will include reflecting on topics of strategic importance for the Board, convening and organising our quarterly Board meetings and annual General Assembly, ensuring timely follow-up and communication between all relevant actors (Members, Delegates, Secretariat etc), and overseeing respect of our statutes. The role also includes providing strategic support and advice regarding fundraising opportunities, outreach to potential donors and conducting due diligence in order to support CONCORD's Director to increase and diversify our funds.

ABOUT CONCORD

CONCORD is the European Confederation of Relief and Development NGOs. We are made up of member organisations: 26 National Platforms, 24 International Networks and 7 Associate Members which together represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on international cooperation and sustainable development policy, funding and practice.

You will join a team of engaged professionals who are committed to accelerating transformation towards more equal, just and inclusive societies in a sustainable world.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit.

ROLE SPECIFICATION

CONCORD is governed by a General Assembly made up of 57 Member Delegates and by a democratically elected Board which supports and oversees the work of the Secretariat and gives strategic direction to the Confederation to ensure our continued relevance and impact. The post-holder will work closely with both bodies to facilitate their work, by providing continuous support during before and after their meetings and overseeing CONCORD's legal obligations from a governance perspective.

Key areas of responsibility

Governance

- Acts as the guardian of our Statutes, Internal Regulations and Annexes such that they are correctly implemented and accessible to Delegates at all times
- Ensures that CONCORD complies and keeps up-to-date with Belgian legislation from a governance perspective: reviewing our statutes when necessary with the help of a lawyer and by keeping our legal and statutory records updated with the relevant authorities: Moniteur Belge, Ultimate Beneficial Owners (UBO) register, Banque Carrefour des Entreprises (BCE) and Transparency Register
- Draws up the agenda for and attends and minutes all Board and ExCo meetings, working closely with the Director to ensure timely preparation, strategic discussions and appropriate follow up
- Ensures relevant information, decisions and action points are circulated between the Board, Secretariat and Members and maintains all internal and external records pertaining to our governance structures (Board members election profiles and mandates, our Governance library, CONCORD's guides for delegates, etc)
- Coordinates the production of CONCORD's Annual Report
- Manages the governance-related budget and ensures all finance procedures are respected.

General Assembly Management

- Organises and convenes the annual General Assembly from start to finish, strategising on the theme of the GA, reflecting on methodologies for working sessions, coordinating the logistics, enlisting the help of all team members, and liaising closely with the Director, Head of Finance and Membership Adviser to ensure all preparatory work and follow-up is looked after in compliance with our statutory obligations.

Fundraising

- Provides strategic support to the Director to identify fund-raising opportunities, ensuring timely and relevant information is provided: researching potential donors, keeping track of possible funding opportunities or leads; sets up meetings etc.
- Conducts due diligence and preparing documentation for Board discussions
- Supports proposal writing.

PERSON SPECIFICATION

The successful candidate will understand and be committed to CONCORD's vision and goals in addition to the following:

Knowledge:

- Academic background or professional experience in governance or in non-profit administration or in another relevant field
- Fluency in French and English is a must

- Computer literate, including management of database, G-Suite tools and MS Office suite

Experience:

- At least 4 years of professional experience (excluding student internships and traineeships) either supporting a busy Director and/or Board, preferably in the non-profit sector, or taking care of the legal aspects of running an organisation and organising key events
- A legal background would be extremely helpful
- Experience in working in an NGO, whether in Europe or elsewhere would be an asset

Skills:

- Excellent interpersonal and communication skills and collegial approach, able to relate to people from diverse backgrounds with different needs
- Strong planning, organisational and multi-tasking skills
- Team player; proactive; self-starter
- Problem-solver: able to identify issues and problems and propose solutions
- Discretion: able to handle confidential and sensitive information
- Ability to work with legal texts
- Ability to work quickly and responsively with an eye for detail

CONDITIONS OF EMPLOYMENT

Duration of Contract: 100% permanent position ("CDI")

Location: Brussels, Belgium

Gross salary: from €3738 per month, depending on experience and based on the gross full time salary of €3738 as per 10/0 level 4 on our salary grid.

Other benefits: holiday allowance; 'thirteenth month'; hospitalisation insurance; affiliation to pension scheme; meal vouchers, a teleworking allowance and a monthly commuting allowance on local public transport or by bicycle for the period.

The position reports to our Director.

HOW TO APPLY

If you are interested, please upload your CV (max. 2 pages, no photo) and a 1-page cover letter explaining your motivation and fit for the role in the portal below. The CV and cover letter must be submitted as one document stating the name of the role and your name in the title. Only applications and CVs written in English will be accepted.

The closing date for applications is **Sunday 24 February 2024** at midnight (CET)**.** Only short-listed candidates will be contacted. First round interviews will take place during the week of 10 March 2024. The ideal start date is as soon as possible.

You should have a valid work permit to work in Belgium. There is no possibility for visa sponsorship.

CONCORD

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NATIONAL PLATFORMS

- Global Responsibility – Austrian Platform for Development and Humanitarian Aid
- Belgisch Platform Plate-forme Belge CONCORD – CNCD-11.11.11, 11.11.11, ACODEV, ngo-federatie
- BPID – Bulgarian Platform for International Development
- CROSOL – Platforma za međunarodnu građansku solidarnost Hrvatske – Croatian Platform for International Citizen Solidarity
- FORS
- Global Focus
- AKÜ
- fingo
- Coordination Sud
- VENRO – Association of German Development and Humanitarian Aid NGOs
- Hellenic Platform for Development
- HAND
- dóchas – The Irish Association of Non-Governmental Development Organisations
- Network delle ONG in Europa per lo sviluppo e l'emergenza CONCORD Italia
- LAPAS – Latvian Platform for Development Cooperation
- Cercle de Coopération des ONGD du Luxembourg
- SKOP – Solidarjetà u Koperazzjoni
- PARTOS
- Zagranica
- ONGD – Plataforma Portuguesa
- FOND – Federația Organizațiilor Neguvernamentale pentru Dezvoltare din România
- Ambrela – Platform for Development Organisations
- SLOGA – Slovenian Global Action
- La Coordinadora de Organizaciones para el Desarrollo
- CONCORD Sweden
- bond

NETWORKS

- actalliance eu – Formerly APRODEV
- actionaid
- ADRA
- Alliance 2015 – towards the eradication of poverty
- care
- caritas europa
- ChildFund Alliance
- CIDSE – Together for global justice
- eucord – European Christian Organisations for Relief and Development
- GNDR
- Habitat for Humanity
- handicap international humanity & inclusion
- IPPF – International Planned Parenthood Federation, European Network
- LIGHT FOR THE WORLD
- OXFAM International
- PLAN INTERNATIONAL
- Save the Children
- Sightsavers
- solidar
- SOS CHILDREN'S VILLAGES INTERNATIONAL
- Terre des Hommes International Federation
- wecf
- Wetlands International
- World Vision – EU Representation
- WWF

ASSOCIATE MEMBERS

- alda – European Association for Local Democracy
- CARDET
- eaea – European Association for the Education of Adults
- European Partnership for Democracy
- European Disability Forum
- International Rescue Committee
- NRC – Norwegian Refugee Council