

Governance and Fundraising Adviser **(100% Permanent Contract)**

Brussels, Belgium

CONCORD is seeking a highly motivated and well-organised Governance and Fundraising Adviser to support the Director on all governance-related work and on fundraising. The post-holder will be responsible for a range of duties aimed at ensuring CONCORD's compliance on all governance matters and at fostering effective and strategic collaboration between the CONCORD Secretariat and the Board. Duties will include overseeing respect of our statutes and internal regulations, convening our quarterly Board meetings, organising our annual General Assembly and ensuring timely follow-up and communication between all relevant actors (Members, Delegates, Board and Secretariat). You will also provide support to the Director in identifying fundraising opportunities, setting up meetings with potential donors and conducting due diligence.

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 and internal regulations 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 with the Director 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 support to the Director in identifying fund-raising opportunities, ensures timely and relevant information is provided, researches potential donors, keeps track of possible funding opportunities or leads, sets up meetings etc.
- Conducts due diligence and prepares 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
- 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) supporting a busy Director and/or Board, preferably in the non-profit sector or in office administration, especially taking care of the legal aspects of running an organisation and/or 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, 16 June 2024** at midnight (CEST). Only short-listed candidates will be contacted. The first round of interviews will probably take place on 13 & 14 June 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.

NATIONAL PLATFORMS	 Global Responsibility Austrian Platform for Development and Humanitarian Aid	 BELGISCH PLATFORM PLATE-FORME BELGE CONCORD CICCO-ET-IL-RI ACODEV ngo-federatie	 BPID Bulgarian Platform for International Development	 Platforma za međunarodnu građansku solidarnost Hrvatske Croatian Platform for International Citizen Solidarity CROSOL	 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
 CONCORD ITALIA Network della ONG in Europa per lo sviluppo e l'emergenza	 LAPAS Luxembourg Platform for Development Cooperation	 Cercle de coopération des ONGD DU LUXEMBOURG	 SKOP Solidarjetà u Koperazzjoni	 PARTOS	 ZAGRANICA	 ONGD PLATAFORMA PORTUGUESA
 FOND Federacija Organizacija i Institucija za razvoj, Decentralizacija i Reforme	 Ambrella Platform for Development Organisations	 SLOGA Slovenian Global Action	 LA COORDINADORA DE ORGANIZACIONES PARA EL DESARROLLO	 CONCORD EUROPE	 bond	NETWORKS
 actalliance eu formerly AMRODEV	 act:onaid	 ADRA	 Alliance 2015 Towards the eradication of poverty	 care	 caritas europa	 ChildFund Alliance
 CIDSE Tigaštror za glava justice	 eucord European Council of Organisations for Humanitarian 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
 ea ea EUROPEAN ASSOCIATION FOR THE EDUCATION OF ADULTS	 European Partnership for Democracy	 EUROPEAN DISABILITY FORUM	 INTERNATIONAL RESCUE COMMITTEE	 NRC NORWEGIAN REFUGEE COUNCIL		