

Call for Grant and Fundraising Junior Officer

ROLE DESCRIPTION

The **Junior Grant and Fundraising Officer** implements JESC development and fundraising activities by finding and completing applications for funding, including the applications to foundations, EU or governments, as well as pre-award planning, organisation, and preparation, and the post-award administration of grants.

The role will provide administrative and coordination support for all activities in the fundraising area, assist in securing funding, as well as growing and strengthening relationships between JESC and its supporters/partners.

S/he works in close collaboration with the JESC teams of Ecology, European Affairs, Justice and Leadership, with a focus on managing the current grants in place and dealing with proactive fundraising for JESC endeavours.

WE ARE LOOKING FOR

- The Ability to identify JESC needs and relevant fundraising opportunities
- The Ability to Coordinate fundraising efforts across the organisation
- The Ability to ensure the quality and timely submission of grant applications, and narrative reports to supporters

DEPARTMENT: Development

REPORTING TO: JESC Director

DATE: November 2022

LOCATION: Brussels, 1050 Ixelles

CONTRACT: CDD. Based on high performance, the contract can be turned into a CDI.

REIMBURSEMENT: € 1800

Training and advancement opportunities are available inside the organisation.

Some benefits like forfait reimbursement for transports and home office to be discussed over the interview.

Only candidates with a right to work in EEA countries will be considered. Ukrainians refugees are welcome to apply.

Only candidates selected for exams and interviews will be contacted.

ABOUT JESC: The JESUIT EUROPEAN SOCIAL CENTRE is a faith-based organisation that focuses its work on four main priorities: European Affairs, Ecology, Social Justice and Leadership. More at www.jesc.eu.

TASKS AND RESPONSIBILITIES

1. Fundraising

- Support in the Development and implementation of JESC fundraising proposition and strategy, in close coordination with JESC director, dedicated consultants, communications team and programme staff.
- Translate project and core income needs to good quality grant fundraising applications.

- Undertake regular prospect research using a variety of methods to identify potential funding streams and prioritise opportunities based around organisational need and funding criteria/deadlines
- In coordination with JESC staff manage proposal development and awards management systems to ensure timely planning, follow up and donor reporting
- Prepare and compile all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Support the development and successful implementation of our Flagship programme ELP fundraising campaign/s, and any future similar initiatives
- Assist the Communication team in the preparation of email campaigns, social media posts and digital marketing tools
- Map and identify JESC Network Members who could partner in funding opportunities.
- Build and maintain funders and donors relationships in close coordination with JESC director, consultants, communications team and programme staff.

2. Grant Management

- Maintain and manage effective electronic and paper-based records and filing systems in support of all fundraising duties
- Prepares all relevant grants and funding materials including but not limited to narratives describing program activities, concept papers, detailed expenditure reports, and success stories.
- Develops and maintains a library of reference documentation, including such information as to funding agency requirements and forms, profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.
- Monitors with the administration the post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Manages administrative problems and/or budget changes occurring during the granting period.
- Maintains grant calendar of upcoming application and reporting deadlines.

3. Other

- Contribute to the JESC Strategy Framework and Fundraising Strategy
- Attend appropriate training and networking opportunities, and contribute actively to weekly/monthly team meetings
- Provide inputs to the Direction and work teams on concepts, proposals and work plans
- Occasional travel to conferences and events representing JESC

REQUIREMENTS AND/OR ESSENTIAL QUALIFICATIONS

- Education: Master's in International Relations, Management, Marketing, Fundraising or similar
- 1 year of grant writing experience, preferably for nonprofits
- Experience with grant proposals and reports with a focus on Ecology, Youth and Leadership
- Languages: English C1 (Written and spoken). Additional languages like French and German desirable
- Proven track record of generating donations and funds from a number of sources
- Good understanding of project design, project cycle management, log frame development.

- Knowledge of budgeting and fiscal management principles and procedures
- Knowledge of potential sources of funding

Competencies:

- Ability to prioritise and work to deadlines
- Ability to multitask and work well under pressure
- Ability to work with a team working on priority themes like Ecology, European Affairs, Social Justice and Leadership
- Ability to work both independently without close oversight, as well as a team player who will productively engage with others within the organisation
- Desirable knowledge in Ecology/Laudato Si', Social Justice and Jesuit works

APPLICATION

Please send an email with the subject *Grant and Fundraising Junior Officer* to apply@jesc.eu before **30/09/2022**, attaching:

1. *Motivation Letter*, explaining competency for this position (about 500 words) and
- 2 a *Curriculum Vitae*.

Candidates review begins on September 22nd

All non selected candidates will be contacted by email of the outcome of their application

