



<b>Post:</b>	Development Officer
<b>Reporting to:</b>	Development Director
<b>Location:</b>	London
<b>Salary:</b>	c. £30,000 p.a. according to experience
<b>Closing Date:</b>	Tuesday, 7 <sup>th</sup> February 2012
<b>Shortlisting Date:</b>	Thursday, 9 <sup>th</sup> February 2012
<b>Interviews to be Held:</b>	Monday and Tuesday, 20-21 <sup>st</sup> February 2012. Only candidates that are available to interview on these date should apply. Final interviews if needed: Monday 27 <sup>th</sup> February 2012.

---

The European Council on Foreign Relations (ECFR) is a pan-European think-tank which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. We are a UK registered company and registered charity working from a London base, with additional offices in six European capitals.

## Job Purpose

To identify, apply for and administrate high-value grants and other funding for ECFR activities, ensuring that they are co-ordinated, relate to need, goals and targets and conform to organisational standards and best practice.

## RESPONSIBILITIES

- **Management**
  - To manage and maintain high levels of quality and service in identifying, applying for, winning and administrating ECFR restricted and unrestricted grants and other funding.
  - To set and maintain grant budgets, to meet application deadlines, and to succeed in reaching and if possible surpassing annual fundraising targets set by ECFR senior managers and Board.
- **Policy**
  - To identify new funding streams, develop new or improved approaches to funding ECFR, and contribute to the development of both team and organisational policy and strategic direction to maximise fundraising opportunities for ECFR.
- **Outreach**
  - To be a source of expertise, providing high quality advice and leadership on funding for programmes, special initiatives, research, and on ECFR themes.

- Outreach will also include fundraising support to ECFR offices throughout Europe and training and planning with staff, as well as meeting and cultivating international donors for ECFR fundraising in all contexts.

## **PERSON SPECIFICATION**

### **Experience and Skills**

#### **Essential**

- A degree at graduate level or equivalent and/or relevant work experience.
- 2-3 years of demonstrable success at grant/major donor fundraising.
- Ability to write timely, cogent, logical and compelling funding applications and presentations.
- Demonstrated ability to create appropriate grant budgets for programme activities.
- A record of high performance in a changing environment and the ability to work without close supervision.
- Excellent IT and Microsoft skills (Excel, Word, Outlook and PowerPoint).

#### **Desirable**

- Working knowledge of least two European or other appropriate languages.
- Experience in academic, international policy or development fundraising.
- Experience of dealing with corporate and/or major charity donors.

#### **Qualities**

- Flexibility: ability to multi-task, work towards demanding deadlines, and manage stressful situations.
- Ability to work individually, as well as part of a multi-disciplinary and multi-national team and to develop effective relationships across the organisation and across Europe.
- Organisational aptitude and a good eye for detail.
- Interest in issues of concern to ECFR.
- Exhibit high standards of professional conduct and integrity
- Show understanding and commitment to equal opportunities and diversity in working relationships and practice.
- Willingness and ability to travel and to work some anti-social hours.

#### **ECFR Employment Offer – HR12-001**

- Salary will be commensurate with the skills and experience of the successful candidate.
- The benefits package includes medical & dental insurance, business travel insurance, life and disability insurance and a 10% private pension scheme (eligibility after completion of one year of service).
- 25 Days Annual Leave plus all UK public holidays.

#### **TO APPLY:**

Please send a one page covering letter (with ref: **HR12-001**) in the subject line and your CV to: [recruitment@ecfr.eu](mailto:recruitment@ecfr.eu) please restrict your CV to no more than three pages of A4. Please state your citizenship and status with respect to living and working in the UK

#### **PLEASE NOTE**

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will unfortunately only be able to respond to your application if you have been shortlisted for the role. ECFR is an equal opportunities employer.