



<b>Post:</b>	Development Officer (9-month maternity cover, starting mid-October)
<b>Salary:</b>	£30,000-£35,000 per annum
<b>Reporting to:</b>	Chief Executive
<b>Team:</b>	ECFR's Development team is a team of two Development Officers and a Development Assistant
<b>Location:</b>	London
<b>Closing Date:</b>	Monday 9 <sup>nd</sup> September 2013 at 9am

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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. ECFR believes that Europeans will benefit from having a stronger voice in the world and the world will benefit from a stronger EU. It is only by acting together that European countries can effectively pursue their common interests and help to shape the world order. We are a UK registered charity working from a London base, with additional offices in six European capitals (Berlin, Paris, Madrid, Rome, Sofia, and Warsaw). ECFR's policy work is organised around four programmes (China, Wider Europe, Middle East and North Africa, and the Reinvention of Europe), cross-cutting themes such as rule of law, democracy and human rights, security and defence, and the European Foreign Policy Scorecard. ECFR's website is [www.ecfr.eu](http://www.ecfr.eu)

## Job Purpose

As Development Officer you will help grow ECFR's income and achieve its fundraising targets by identifying new sources of funding and managing existing donor relationships. ECFR's current budget stands at £6 million. You will support assigned Programmes and National Offices with fundraising tools, expertise and advice with the aim to maximise funding opportunities and ensure donor expectations are fulfilled. You will proactively apply for and administrate high-value grants and other funding for ECFR activities, ensuring that they are coordinated, relate to need, goals and targets and conform to organisational standards and best practice. Excellent organisational skills; experience of researching grant programmes; producing comprehensive applications, proposals and reports; the ability to manage multiple priorities; working to tight deadlines and attention to detail are all essential in this young and dynamic organisation.

The position of Development Officer (maternity cover) is available for circa nine months, ideally starting mid-October 2013.

## RESPONSIBILITIES

## **1. Fundraising Strategy**

- Contribute towards ECFR's income target by identifying and evaluating new funding sources (restricted and unrestricted) in order to develop a strong prospect pipeline.
- Develop, monitor and review fundraising/donor strategies in close co-operation with assigned programmes, national offices and special initiatives.
- Oversee a rolling programme of applications and grant requirements.

## **2. Outreach**

- Be a source of expertise, providing high-quality advice and support on fundraising for ECFR's broad range of work.
- Provide fundraising support and training to ECFR Programmes and National Offices throughout Europe.
- Propose and present fundraising plans to the wider organisation.

## **3. Donor knowledge, relationship management and engagement**

- Identify, research and approach governments, grant-making foundations, companies, individuals and institutions who have the potential to give significant funding to ECFR's work.
- In collaboration with colleagues build and maintain excellent relationships with prospects/donors through regular updates, (facilitating) meetings and invitations to events of interest where appropriate.
- Working with colleagues in the UK and across Europe to keep appropriate records of prospects, applications, meetings and correspondence in order to co-ordinate donor information and proposals submitted to funders.

## **4. Proposal development**

- Work closely with Programme, National Office and Finance staff to gather information and develop proposals and supporting documentations for applications and reports for new projects.
- Write high-quality fundraising proposals including comprehensive applications ensuring that application deadlines are met.
- Produce project budgets appropriate for a range of donors (governments, foundations, companies and individual donors).
- Apply for large grants with set structures – such as government grants (e.g. EC and DFID) and foundations.

## **5. Grant management**

- Keep a clear overview of grant expectations and liaise with other teams and colleagues within the organisation (Programmes, National Offices, CEO, Director, Finance Team) in order to ensure that donors' expectations are fulfilled in line with grant agreements, with an emphasis on government and foundations.
- Write and/or support the development of narrative and financial reports for a range of donors (governments, foundations, companies, major donors).

## **6. Other**

- Develop and improve fundraising materials.
- Undertake any other duties as requested by the Chief Executive which are appropriate to the post and the wider needs of the team and ECFR.

## PERSON SPECIFICATION

### Experience and Skills

#### Essential

- A degree at graduate level or equivalent and/or relevant work experience
- Recent experience of securing significant foundations and/or statutory funding (€100K plus)
- Experience of researching and evaluating new funding sources to ensure a strong prospect pipeline
- Experience of developing, writing and submitting funding proposals and reports to foundations and governments as well as the willingness to fundraise from major donors and corporates
- Excellent English writing and communications skills
- Excellent organisational skills and attention to detail
- Ability to write timely, cogent, logical and compelling funding applications and presentations
- Demonstrated ability to create appropriate grant budgets and expenditure reports 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 ) including the use of databases

#### Desirable

- Experience in academic, international policy or development fundraising
- Experience of dealing with DFID and/or EC applications/grants
- Working knowledge of at least two European languages

#### Qualities

- Flexibility: ability to manage multiple priorities, 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
- Self-starter, ability to grasp funding priorities quickly
- 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 occasionally and to work some irregular hours

#### **ECFR Employment Offer – HR13-Development Officer (maternity cover)**

- The benefits package includes medical & dental insurance, business travel insurance, life insurance
- 25 Days Annual Leave plus all UK public holidays (pro rata).

#### **TO APPLY:**

Please send a one-page covering letter (with ref: **HR13-Development Officer (maternity cover)** and your name in the subject line) and your CV to: [recruitment@ecfr.eu](mailto:recruitment@ecfr.eu) please restrict your CV to no more than two 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.