

Position:	Director Wider Europe programme and Senior Policy Fellow
Location:	London or Berlin
Deadline for Application:	20 th January 2015
Start Date:	as soon as possible

ECFR (The European Council on Foreign Relations) 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. www.ecfr.eu
ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome, Sofia and Warsaw.

The Wider Europe Programme

ECFR's work on Russia and Wider Europe was launched in 2007 with the agenda-setting report "*A Power Audit of EU-Russia relations*" which prompted a pan-European review of the EU's relations with Moscow. Since then the programme published a range of publications on EU relations with Russia, the Eastern Partnership, Turkey and the Western Balkans. The programme is recognised for its policy-focused expertise, leading in-country research and unrivalled pan-European outreach. Following the Ukraine crisis ECFR has been at the forefront of helping the EU rethink its relationship with Russia and its strategy towards the Eastern neighbourhood.

Job profile

ECFR is recruiting a Senior Policy Fellow to lead the Wider Europe programme, to provide analysis and advice on key political, social and security issues related to EU foreign policies towards Russia and the Eastern neighbourhood of the EU, and to conduct advocacy and fundraising activities. The director of the programme is expected to contribute actively to ECFR's broader strategic agenda and collaborative projects that cut across regional boundaries.

Responsibilities

- Lead the strategic planning for the programme, formulating its research, advocacy and fundraising priorities in consultation with other programme staff;
- Conduct research and provide analysis and advice on key political, social and security issues related to the EU's foreign policy challenges and relations with Russia and Wider Europe;
- Propose policy initiatives, manage research processes and prepare detailed reports and briefings setting out distinctive research findings and concrete policy recommendations;
- Develop and implement advocacy strategies for the programme;
- Pro-actively raise funds for the programme;
- Build, expand and maintain outreach with relevant ECFR Council members, policy-makers in national governments, EU institutions and other stakeholders from the EU and the Wider Europe region;
- Represent ECFR vis-à-vis external stakeholders including EU governments and institutions, donors and other partners in various public and private meetings;

- Promote ECFR's work in the media including building and maintaining contacts with relevant journalists and writing op-eds in relevant newspapers;
- Manage personnel and budgetary issues;

Experience and skills

- Minimum five years proven experience and specialist knowledge in one or more of the relevant policy areas, as well as a sound understanding of EU foreign policy;
- Specifically, expertise on foreign policy, security related issues and domestic developments in Russia and the post-Soviet space;
- Ability to devise new and interesting policy proposals, or propose new ways of looking at problems and challenges;
- Ability to devise and implement advocacy strategies which include engagement with officials and work with the media;
- Excellent communication skills, with a very high standard of written and spoken English and ability to communicate in Russian;
- Ability to deal with the media and to speak in public;
- Ability to maintain and develop a substantial network of contacts in the EU, Russia and the Eastern neighbourhood;
- Fundraising experience with both public and private donors;
- Ability to manage the work of a small policy team including strategic and quality as well as organisational, personnel and budget aspects;

Person specification

- Flexibility: ability to multi-task, work towards deadlines and manage stress situations;
- Able to work as part of a multi-disciplinary and multi-national team and to develop effective relationships;
- Organisational aptitude and a good eye for detail;

To apply, please send your CV and covering letter to recruitment@ecfr.eu, with subject line "Director WE". Please state your citizenship and status with respect to living and working in the UK or Germany.

December 2014