Vacancy Announcement for Legal and Policy Officer

We are offering a full-time philanthropy Legal and Policy Officer position for one year starting 16 August or 1 September. You would support the policy team at Philea – Philanthropy Europe Association in Brussels, Belgium. You would join the Philea “Enable” cluster, which promotes an enabling operating environment for institutional philanthropy in Europe and acts as a monitoring, legal, analysis and advocacy hub for European philanthropy.

Duration:
An initial period of one year and may be subject to extension. Starting date: 16 August or 1 September.

Profile:
The ideal candidate has a law degree and at least two years of working/research experience in the field of non-profit/social economy/foundation/philanthropy tax law/EU law/ and a record in European public affairs, is passionate about law and legislative processes, doing short analysis pieces, is attentive to detail, able to write reports and news and is fluent in both written and spoken English (C2 level, native-language level is preferred). Other languages are an asset. Experience in the philanthropy/foundation sector would be an advantage.

Roles and responsibilities:
- Supporting Philea’s “Enable Cluster” and its objective to promote an enabling operating environment for institutional philanthropy in Europe
- Monitoring/mapping and analysing relevant policy and legal developments of relevance for European philanthropy at national, European and International level
- Keep Philea foundation law country profiles up to date and liaise with 40 national philanthropy law experts
- Assisting legal publications
- Supporting drafting of statements and position papers around relevant legal and tax law developments in philanthropy at national, European and international level
Co-ordinate on strategic policy files engagements among the EU and national levels
Supporting responding to information requests on philanthropy-related legal matters
Organising events and sessions around the operating environment of philanthropy at conferences and seminars
Arranging meetings with policy makers of all three EU institutions and organising policy events
Conducting desk research
Preparing presentations
Attending relevant events and drafting notes

Our offer:
This is a great opportunity to do mission-driven relevant work, gain introduction to a sector making positive change, apply and further develop your skills in project management, peer-learning design and implementation. Based in Brussels, Belgium this placement offers you the opportunity to live and work in the heart of Europe. The position is expected to be full-time (100% FTE)

Benefits include:
- A competitive salary package (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible working hours and work from home/abroad policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

How to apply
Please send your application (cover letter + CV in English + salary expectations) by 15 June to jobs@philea.eu quoting the following reference “Legal and Policy Officer”
The interviews will take place in the last two weeks of June. Applications will be reviewed on a rolling basis, so we strongly encourage early applications. Please note only shortlisted candidates will be contacted. All applications will be treated confidentially.

We are committed to diversity and inclusion in our organisation. We strongly encourage candidates from historically disadvantaged or marginalised groups to apply.

**About Philanthropy Europe Association (Philea)**

We are the voice of European philanthropy. Our purpose is to harness its immense multidimensional potential.

Philea nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks in over 30 countries that work for the common good. We unite over 10,000 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

We want to inspire, connect and represent the European philanthropy sector and enhance its role as a credible and trustworthy partner, today and tomorrow. We foster collaboration in order to increase synergies, scale up innovation and use our voice to impact policy that enables positive change.

We believe that philanthropy in Europe plays a unique, risk-taking role in sparking innovation and acting as a catalyst for good.

We want to connect citizens and communities with philanthropic organisations and contribute to building more resilient, sustainable and just societies.

[www.philea.eu](http://www.philea.eu)