

# Vacancy Announcement for Programme Manager – Thematic Collaborations

The Philanthropy Europe Association (Philea) is looking for a Programme Manager - Thematic Collaborations who will:

- Support Philea's Connect Cluster in facilitating collaboration and networking opportunities among philanthropy organisations in Europe
- Lead on designing and delivering, engaging and impactful collaboration and networking activities for philanthropic sector practitioners in online, in-person, and hybrid environments.
- Work closely with the Head of the Programmes – Thematic Collaborations to develop synergies among the activities of Philea's thematic collaborations in the fields of equality, democracy and climate.
- Communicate internally and externally on the Connect cluster's work.
- Be available to work **full time**.

## Duration:

An initial period of one year and may be subject to extension.

Starting date: as soon as possible

## Competencies:

### Required:

- A minimum of **5 years of experience** as Programme Manager and demonstrated people management skills.
- Excellent ability to co-design and implement multi-annual programmes, annual operating workplans aiming at achieving the network's objectives in accordance with Philea's strategy and objectives.
- Excellent ability to develop multi-annual fundraising strategies and funds management in order to ensure the sustainability and growth of the networks (i.e. draft and submission grant requests through the different donor's platforms, report on activities and expenditures at the end of the financing period).
- Excellent ability to develop and monitor a budget in autonomy and in accordance with the annual operating workplan.



- Ability to develop an evaluation method to assess programmes strengths and identify areas of improvement.
- Experience in working with and coordinating multiple stakeholders at European level and demonstrated people skills.
- C2 level in English (listening, writing, speaking).
- You must have the right to live and work in Belgium.

**Desired:**

- Master, PhD or equivalent years of experience within the philanthropic sector, civil society or academia.
- Experience in topics related to “equality” (gender, racial, migration, human rights) or “democracy” (media and journalism, civic participation, shrinking space for civil society).
- Experience in programme analysis and evaluation.

**Advantage:**

- Knowledge of another European language.

**Our offer:**

Based in Brussels, Belgium this role offers you the opportunity to live and work in the heart of Europe.

**Benefits include:**

- A competitive salary package (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible working hours and ability to work from home
- 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 **3 October** to [jobs@philea.eu](mailto:jobs@philea.eu) quoting the following reference “**Programme Manager - Thematic Collaborations**”.

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)