

# Vacancy Announcement for Membership Development Officer

The Philanthropy Europe Association (Philea) is looking for a Membership Development Officer who will:

- Act as a first point of contact for potential members, and coordinate the membership application and induction process for new members.
- Monitor existing members' involvement in Philea activities, and proactively encourage engagement with targeted proposals and communications.
- Oversee membership data maintenance on the Philea database; gather, analyse and present data to inform action of the Philea team.
- Be someone who values the importance of collaboration and trust, believes in the power of collective impact, is eager to learn, and advocates for everyone to have a voice and equal opportunities.
- Be available to work full time

## Duration:

Indefinite contract (CDI)

Starting date: as soon as possible

## Competencies:

### Required:

- Between 1 to 3 years of professional experience in a similar role
- Excellent interpersonal skills
- Excellent project management skills
- Good data analysis and elaboration skills; familiarity with CRM systems, MS Office suite, and collaborative online tools
- C2 level in English (listening, writing, speaking)
- You must have the right to live and work in Belgium



**Desired:**

- Previous professional experience in membership associations or networks

**Advantage:**

- Experience in membership services
- Any additional European languages

**Our offer:**

Based in Brussels, Belgium this placement 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 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 + monthly gross salary expectations) by **15 February** to [jobs@philea.eu](mailto:jobs@philea.eu) quoting the following reference "Membership Development Officer" 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)