

# Vacancy Announcement for Programme Manager

*EU Citizenship or valid work permit required. Visa/Single permit sponsorship not available for this role.*

Philanthropy Europe Association (Philea) is looking for a Programme Manager who will:

- Serve as the line manager for three Programme Officers who coordinate various communities of practice and peer exchanges.
- Oversee the design, implementation, evaluation, resourcing of peer learning programmes and initiatives, ensuring alignment with organisational goals, values, and resources.
- Manage one of the communities of practice within Philea

## Duration:

Starting date: As soon as possible

## Profile:

- Previous experience in a philanthropy support organisation, foundation, (I)NGO or think tank either as a programme/portfolio manager or associate
- Solid knowledge of institutional philanthropy in Europe
- Experience in financial management and fundraising
- Experience in stakeholder and community engagement, and building communities across cultural and national boundaries
- Experience managing teams
- Fluency in designing and implementing programmatic activities and learning spaces for social impact
- Articulate and dynamic with highly developed interpersonal skills and the ability to communicate effectively, inspire and motivate people across cultural and organisational contexts
- Demonstrated experience in practicing facilitation would be a plus
- Fluency in English, other European languages would be a plus



- Non formal or formal education in philanthropy, non-profit management and leadership is desirable.

## **Roles and Responsibilities**

### **Project management**

- Develop project plans, objectives, and timelines,
- Monitor project progress, evaluate impact, and ensure major milestones are met and delivery meets quality standards
- Prepare and manage project budgets, supervise the process of making payments and invoices, track/prepare expense reports, allocate resources effectively
- Draft and write summarising notes and briefs for funders, as well as funding proposals, narratives, and financial reports related to peer-learning activities and projects.
- Act as one of the contact points for emerging communities of practice
- Provide Programme Officers with guidance and feedback, hold regular check-ins, create and share professional development and hands-on learning opportunities with your team
- Report to the head of cluster, communicate progress, and challenges through regular updates and meetings; seek guidance for mitigating potential risks and issues that could impact programme delivery, and discuss opportunities for process improvement

### **Programme design and implementation**

Perform the following tasks within the management of one of the communities of practice while simultaneously providing support and coaching to Programme Officers undertaking similar responsibilities:

- Draft concept notes and design activities for peer-learning activities
- Select the right facilitation method and event formats in accordance with learning goals; structure events and design session flows to develop engaging and transformative best practice sharing
- Monitor and assess the learning needs of project stakeholders
- Monitor current issues, developments, emerging trends, major discussions in philanthropy in collaboration with the Knowledge Hub

- Collaborate with the Knowledge Hub in co-creating content (i.e. informative videos, case studies, and practical publications)
- Recruit participants and speakers for peer-exchange activities
- Provide briefings for programme branding, participant recruitment emails, promotional news items
- Contribute grant proposals and progress reports for grants given to relevant peer-learning activities and projects
- Lead thoughtful and creative discussions with steering committees and colleagues on strategic goals, resources, scheduling, plans and challenges
- Actively engage with members, implementing partners and funding partners in planning, decision making and assessment/learning processes

## **Our offer:**

Based in Brussels, Belgium this role offers you the opportunity to live and work in the heart of Europe. Please note, we cannot sponsor work visas for non-EU nationalities.

## **Benefits include:**

- Gross salary range from 4100 euros to 4300 euros, commensurate with experience in a similar position or function (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible work schedules and possibility to telework for certain periods of time
- Additional holidays
- Training and personal development budget
- Group health, pension and private trips insurance
- A friendly, open working environment

## **How to apply**

Please send your CV in English (no cover letter) and your answers to **all 3 questions below** by **1 April** to [jobs@philea.eu](mailto:jobs@philea.eu) quoting the following reference “**Programme Manager**”.

1. Can you provide an example of a time when you handled multiple project/programmes/portfolios simultaneously? (max 200 words)

2. What is your experience with managing teams and delegating tasks (including type of teams, size, roles)? Could you describe your approach to team management, particularly focusing on how you foster a supportive, well performing, nurturing and healthy environment for colleagues? (max 200 words)
3. Based on what you know, in what ways has institutional philanthropy in Europe evolved in the last year? Which developments do you find most interesting? (max 200 words)

Applications will be reviewed on a rolling basis, so we strongly encourage early applications.

## **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 7,500 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)