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:

- Oversee the design, implementation, evaluation, and resourcing of peer-learning programmes and initiatives, ensuring alignment with organisational goals, values, and resources.

- Manage the assigned Communities of Practice and peer-learning exchange programmes within Philea

- Serve as the line manager for one or more peer-learning staff member(s)

Duration:

Permanent contract

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

- Vast experience in programme design and implementation of in-person and online events

- Topical expertise on challenges facing institutional philanthropy and wider civil society in Europe

- Strong pedagogical capabilities and a track record in empowering teams and skill building

- Be approachable and pragmatic, able to find solutions amidst complexity.

- Experience in financial management and fundraising

- Experience in stakeholder and community engagement, and building communities across cultural and national boundaries (building and managing communities, working with membership organisations or collaboratives is desirable)

- 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.
- Provide programme staff with guidance and feedback, hold regular check-ins, create and share professional development and hands-on learning opportunities with the team
- Contribute to grant proposals and progress reports for grants given to relevant peer-learning activities and projects
- Actively engage with members, implementing partners and funding partners in planning, decision making and assessment/learning processes
- 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

Peer-learning design and implementation

Perform the following tasks within the management of assigned Communities of Practice and peer-exchange programme while simultaneously providing support and coaching to programmes staff undertaking similar responsibilities:

- Effectively engage community members
- Develop a learning agenda that caters to participants with varying levels of knowledge and different learning needs
- Foster trust and build a sense of belonging within the community
- Curate and share relevant content that adds value
- Set clear, measurable goals and track the community's progress
- Ensure active learning and application of knowledge, fostering constructive conversations among diverse perspectives
- Link events and create a continuous learning loop, where insights are built upon over time
- Where appropriate, create positive challenges for transformation of practices
- Balance between space for organic discussions and encourage focused, results-driven participation

Our offer:

Based in Brussels, Belgium this role requires residence in Belgium and 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 ranges from 4300 euros to 4500 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 opportunities

- 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 **10 March** to jobs@philea.eu quoting the following reference "**Programme Manager**".

1. Can you describe a community of learning/practice you've built or managed in the past? What strategies did you use to engage members and ensure that it is both relevant and accessible to participants with varying levels of knowledge? (max 200 words)
2. How would you push learners to transform their practices without overwhelming or alienating them? Can you give a concrete example? (max 200 words)
3. What approaches would you recommend to a funder that wants to ensure that its processes (such as Monitoring Learning and Evaluation and organisational development support) are inclusive and address systemic inequities? (max 200 words)

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

About Philanthropy Europe Association (Philea)

Philea, the Philanthropy Europe Association, nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks working for the common good.

With individual philanthropies and national-level infrastructure organisations in over 30 countries as members, we unite over 7500 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

Our vision is for philanthropy to use its full potential to co-shape and support a pluralistic, just and resilient society that centres people and planet. To achieve this, our mission is to enable, encourage and empower the philanthropic community to build a better today and tomorrow. We work towards this vision by focusing our resources on 5 priorities:

- **Building the community** – We want members to have a sense of belonging to a mutually reinforcing community, and to come together around key agendas for people and planet.
- **Empowering the community** – We want the community to generate collective action and impact, and we want Philea to be recognised as a reference centre for collective thought leadership.
- **Advocating for and connecting the sector** – We want philanthropy to thrive in an enabling environment and be well connected to key partners.

- **Deepening & widening the membership** – We want our membership to grow strategically, and to be more actively engaged in Philea so that we can capitalise on our collective pool of knowledge.
- **Strengthening our organisational capacity** – We want Philea to be a caring, learning and resilient organisation, and we want our resources and ambitions to be aligned.

With this direction of travel in sight, Philea's role is to galvanise collective action and amplify the voice of European philanthropy. Together we:
- **Co-create knowledge and learn** from effective practices
- **Collaborate** around current and emerging issues
- **Promote enabling environments** for doing good

About the Peer-learning Team

We enhance the skills and knowledge within the sector in a range of critical areas by supporting philanthropy organisations in reflecting upon and taking up impactful practices; keeping them up to date on emerging issues; and connecting them with peers around shared learning, with the aim of making these organisations and the sector more effective, ambitious, accountable and inclusive.

The Peer-learning team coordinates different member-led communities of practice and learning initiatives, bringing together diverse groups of professionals from within the sector, including around:
- Data Science and AI
- Evidence and Learning
- Organisational Development Support
- Strategic Communications
- Foundation Finances and Investments
- Operations (HR, IT, Legal, Finance and Grants Management, …)
- Philanthropic Leadership Platform: China-Europe