

Vacancy Announcement for Organisational Effectiveness Lead

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

Philanthropy Europe Association (Philea) is looking to appoint an Organisational Effectiveness Lead to play a pivotal role in advancing our organisational efficacy and effectiveness, guiding the implementation of key operations strategies, serving as a central coordinating link across departments to ensure alignment and operational cohesion.

The ideal candidate will possess strong expertise in operations management, project management, and cross-functional collaboration. They will demonstrate confidence in aligning complex workstreams and fostering a culture of cooperation and continuous improvement.

Reporting to:

CEO

Duration:

1 year (renewable)

Starting date: As soon as possible

This is a full-time position, with the possibility of an 80% working time subject to discussion

Profile:

- Proven ability to lead the development and implementation of organisational development strategies ensuring operational alignment across functions and teams.
- Expertise in managing complex initiatives across departments, with a strong grasp of budget alignment, performance indicators, and timeline coordination.
- Familiarity with digital transformation initiatives and IT governance, including the capacity to lead or support the development of a comprehensive IT strategy.



- Experience in designing and maintaining robust administrative frameworks and internal policies.
- Ability to proactively identify strategic and operational risks, and to develop mitigation strategies that support organisational resilience.
- Legal awareness, including solid understanding of regulatory frameworks (e.g., GDPR), with experience managing data protection processes and acting in a compliance or DPO capacity.
- Strong interpersonal skills and a facilitative leadership style to connect teams, streamline communication, and drive shared goals.
- Excellent written and verbal communication skills, with the ability to engage and influence stakeholders at all levels, internally
- Ability to manage multiple priorities, offering practical solutions and maintaining strategic focus.
- Demonstrated integrity and discretion in handling sensitive information and high-level organisational matters.
- Proven experience in a senior operational role / business management in mission-driven sector
- Experience in a membership-based organisation is considered a plus

Roles and Responsibilities:

- Leads efforts to enhance overall organisational efficiency, including the development, implementation, and maintenance of operational, financial and administrative policies, procedures, and systems.
- Leads the development and oversight of the organisation's resourcing strategy, ensuring alignment with Philea's overall strategic objectives
- Supports organisational planning by aligning timelines, budgets and KPIs etc.
- Oversees the formulation and implementation of the IT strategy, supporting digital transformation and efficiency.
- Develops and steer the organisation's risk management strategy, ensuring proactive identification and mitigation of key risks.
- Oversees legal and regulatory issues and obligations, including GDPR compliance (in collaboration with external consultants) and serving as the internal Data Protection Officer.

- Holds strategic and operational responsibility for Philanthropy House, ensuring it serves as an effective and representative headquarters.
- Works across the team to ensure adherence to organisational procedures and proactively problem-solving as needed.

Key relationships:

- Reports to the CEO
- Coordinates between IT, HR, Finance, Grants management, with dotted line management responsibilities over Head of Finance, HR manager, Senior Grants manager and Facilities manager of Philanthropy House
- Maintains regular and structured engagement with the Membership Department to ensure strategic alignment and integrated approaches across teams.
- Collaborates closely with cluster leads to coordinate and drive the implementation of key organizational policies, with a particular focus on knowledge management and communications.

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 €5,802.18 to €7,318.60 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) by 1 June to jobs@philea.eu quoting the following reference “Organisational Effectiveness Lead”

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

Only shortlisted candidates will be contacted, and all applications will be treated confidentially. We value diversity and inclusion and encourage candidates from historically underrepresented or marginalized groups to apply.

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.