



## Announcement: PEX Collective Coordinator (Consultant)

### TLDR

Philanthropy Europe Exchange (PEX) is a network of networks. It brings together about 400 people working to increase the positive effects of philanthropic organisations in different parts of society. PEX started as an initiative of [Philea](#). It has now emerged into a collective and is [co-stewarded](#) by a few more organisations from this network. The Coordinator will work with the support of the Stewards and in collaboration with active members. The main focus of the role is to prepare the next network gathering in March 2026 and to (help) implement and coordinate network formats based on [PEX' strategy](#). We are looking for a proactive, digitally savvy junior consultant with experience in network engagement and coordination tasks as well as a strong curiosity about philanthropy and social change work.

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### Context

PEX Collective brings together over 400 philanthropy professionals from more than 80 regional, national, European, global and thematic funders networks and philanthropy infrastructure organisations. PEX provides space for collaboration, collective learning and action to advance the European philanthropy ecosystem. It invites professionals to leave aside institutional agendas and contribute with individual experiences, inquiries and passions. PEX is stewarded by [Assifero](#), [ECFI](#), [Inspire](#), [iac Berlin](#) and [Philea](#).

### Who we are looking for

If you have been doing something similar before, you have probably experienced it: working with networks and communities is not always straightforward. It requires consistency, patience, a bit of love for humans, good communication and an eye for opportunities. Thus, most of the relevant qualifications for this role are more about how you show up and less about certified skills and studies. Below some thoughts on what we believe will help you to succeed in addition:

- Strong operations skills in community development, such as project management and coordination. Ability to maintain an operational oversight by connecting dots, people, themes, questions.
- Strong communications skills and the ability to craft clear internal updates and engaging external content and to activate the community across social media channels
- Digital savviness in (or desire to learn about) community development tools, such as Miro and Notion
- Experience with working in/ with philanthropy, civil society or social movements (this of course includes volunteer roles)
- High command of English (written and oral communication)

### Responsibilities

In sum, your task would be to support the preparation and implementation of the next big PEX gathering in March 2026 as well as to coordinate different network activities (mostly online) with members. Below in more detail:



- Coordinate online community activities, including monthly one-hour community calls (20 - 40 participants). This includes liaising with guest contributors, preparing pre- and post-call communications, and co-facilitating sessions.
- Provide coordination and administrative support to PEX Learning Circles and PEX local chapters - on topics such as narrative change, gender equality, as well as systems practice and foresight (see slides in [strategy ppt](#)). This includes scheduling regular bimonthly or quarterly meetings, communicating with circle members and liaising with guest contributors.
- Contribute to the coordination, event management and communication of the biannual conference PEXfest 2026 (previously "[PEXforum](#)", 3-6 March 2026 in Bucharest, Romania).
- Oversee internal and external communications, including updates across PEX's social media channels and direct mailings to members.
- Curate and manage data, resources and community knowledge on the Notion platform.

## Duration

The initial contract is for three months to give us both time to check the fit. If that is mutually given, we intend to extend the contract for one additional year. Another extension of the contract beyond this period is desirable.

## What we offer

- A steep learning curve and a supportive working environment
- Space to develop yourself into the role and shape the coordination accordingly
- Opportunity to engage and learn with a pan-European network with connections to a diverse ecosystem of funders and philanthropy infrastructure organisations
- Flexible, remote work of approximately 9 workdays or 72 hours per month
- Remuneration of a total of 2,000 € per month (incl. taxes)
- Working independently with the direct supervisory support from two PEX Stewards (Philea and Inspire for 2025-2026). Other Stewards will support specific work streams.
- The role will be administratively positioned with Inspire, which is registered in Romania, under a service contract.
- There are desks to use and teams to meet in Brussels, Rome and Berlin. We might be able to arrange for an office environment in other places depending on where you are.

## How to apply

**Please send your application by 13 August to [anticipate@philea.eu](mailto:anticipate@philea.eu) quoting the following reference "PEX Collective – Coordinator".**

Cover letters are a contested genre, but we would like to learn more about you than what your CV shows. Therefore, next to sending us your CV, please answer these two questions with a short paragraph each (be it in the form of a letter or just as part of your e-mail):

- What is your motivation to apply for the role?
- What would a fulfilling work day in this role look like to you?

**Applications will be reviewed on a rolling basis, so we strongly encourage early applications.** Please note that only shortlisted candidates will be contacted.



All applications will be treated confidentially. We are committed to diversity and inclusion and encourage candidates from historically disadvantaged or marginalised groups to apply. We also encourage PEX members to apply for this position.

### **How to contact us**

If you have questions about the role, please reach out to Alina Shenfeldt ([alina.shenfeldt@philea.eu](mailto:alina.shenfeldt@philea.eu)), Hanna Stähle ([hanna.staehle@philea.eu](mailto:hanna.staehle@philea.eu)) or Francesca Mereta ([f.mereta@assifero.org](mailto:f.mereta@assifero.org)).