

Vacancy Announcement for Programme Coordinator - Journalism and Arts and Culture

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

The Philanthropy Europe Association (Philea) is looking to appoint a Programme Coordinator to coordinate the Journalism Funders Forum and the Arts and Culture Funders Forum.

The ideal candidate will bring expertise in the design, implementation, evaluation, and resourcing of multi-annual programmes, and experience in network management and facilitation.

Reporting to:

Head of Programmes – Thematic Collaborations

Duration:

Permanent Contract (CDI), full-time

Starting date: As soon as possible

Profile:

Required

- University degree in a relevant field.
- 5 years of experience coordinating networks in a similar role in international organisations or networks.
- Proven experience in programme management (including financial management) and stakeholder coordination.
- Strong interpersonal skills and a solutions-oriented, proactive mindset
- Proficiency in English (C1)
- Strong written and verbal communication and IT skills



- Understanding of and commitment to Philea's values of trust, collaboration, diversity and inclusion

Desired

- Experience working in philanthropic or non-profit sector
- Fundraising skills towards foundations and philanthropic organisations
- Facilitation and public speaking abilities.
- Strategic thinking and systems awareness.

Asset

- Passion for journalism and/or arts & culture.
- Servant leadership mindset and collaborative spirit.

Roles and Responsibilities:

Programme and Network Management

- Co-design with members and implement multi-annual thematic programmes in the fields of journalism and media on one side and arts and culture on the other.
- Monitor and assess the implementation of the network programmes' and ensure their coherence with Philea's strategic framework.
- Develop and manage network budgets, fundraising strategies, and grant reporting.
- Co-produce and disseminate reports and publications to document learnings and best practices and increase visibility and impact.
- Cultivate relationships across diverse stakeholders, mainly focused on funders but also including civil society, cultural institutions, and media organisations.
- Support onboarding and engagement strategies for new and existing members in close collaboration with the membership team.
- Use network mapping tools to identify opportunities for deeper collaboration.
- Coordinate and nurture self-organising initiatives and spaces for exchange

Engagement and Strategic Support

- Serve as the primary point of contact for both networks
- Oversee the delivery of the newsletters and mailers from the networks

- Maintain vibrant communication channels and engage participants.
- Represent Philea and the networks at external events and in public communications.
- Maintain and update digital records (e.g., Odoo, SharePoint, webpages).
- Contribute to Philea-wide activities including knowledge, policy and advocacy, membership, fundraising, and flagship initiatives.

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 € 3500 to € 4000 commensurate with experience in a similar position or function (13th salary, holiday pay)
- Home office allowance
- Meal vouchers
- Flexible working schedules and possibility to telework from home and abroad
- Additional holidays
- Training and personal development opportunities
- Group health, pension and private trips insurance
- A friendly, open working environment

How to Apply

Please send the following to jobs@philea.eu by 22 September, quoting the reference "Programme Coordinator" in the subject line:

- CV in English (no cover letter required).
- Responses (maximum 500 characters each) to the questions below:

Q1: What is your professional or personal connection to the field of journalism and media, and/or arts and culture? How will this benefit your role as programme manager of a funders network?

Q2: What are your prior experiences in network weaving, stakeholder management and/or community organizing? What was your role, and what challenges did you overcome?

- Two professional references who can confirm the information provided in your answers.
- Your earliest possible start date

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 marginalised groups to apply.

About Philea - Philanthropy Europe Association

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 almost 9000 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:

philea.eu