



Membership Manager

Deadline: 4 November 2022

The role

We are looking for an experienced and enthusiastic Membership & Network Manager to lead our efforts to maintain, grow and engage our network of 50+ member NGOs, building thriving and empowering relationships, ensuring international growth and a smooth internal communications flow.

As part of the ECOS Communications and Membership Department, you will report directly to the Communications Director. Your key challenge will be to translate our love of technical environmental policies and processes into clear calls for action for our members, building and implementing our membership strategy, acting as the hub of the network, and fostering alignment within the organisation.

About ECOS

ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. ECOS is headquartered in Brussels and has an exceptional team of 30+ staff supported by a network of over 50 technical experts and more than 50 member organisations.

Your main tasks will include:

- **Strategise.** Lead on the shaping and implementation of the ECOS Membership Strategy, in line with the ambition of the organisation's Strategic Plan;
- **Recruit.** Lead on members' recruitment, renewal and retention campaigns, employing creative strategies to attract potential members globally;
- **Coordinate.** Serve as a central contact point for members acting as the network's coordination hub; gather member insight to better understand their needs and interests, and propose new services and products that would meet them; lead on ECOS internal communications efforts.
- **Engage.** Increase member engagement, create opportunities and initiatives for members to come together; work with all departments at ECOS to ensure their engagement with membership.
- **Project management.** Contribute your expertise in relationship building & stakeholder management to a number of ECOS-led initiatives involving members and partners.
- **Events & capacity building.** Develop ECOS training and capacity building programmes for members and experts; organise membership events including General Assemblies and events at national level;
- **Administration.** Define, implement and manage the application and onboarding processes of member organisations; maintain the quality and integrity of the ECOS membership records in accordance with data protection regulations;
- **Budget.** Manage the membership engagement budget.



Skills and experience required:

- Substantial work experience in a similar role, preferably in an NGO environment;
- Proven experience in community and network building and maintenance;
- Excellent communication, facilitation and presentation skills, and ability to transform complex technical issues into engaging calls for action;
- Experience in capacity building and training, leading and organising engaging meetings and events;
- Good project and budget management skills;
- Excellent written and spoken English, other languages an asset;
- Strong time and priority management, high level of independence and can-do mentality, good team-player with a passion for excellence;
- A high level of cultural awareness and excellent interpersonal skills;
- Personal commitment to environmental values is essential, knowledge of environmental policy and standardisation an asset.

What we offer:

- An open-ended Belgian contract with a competitive salary package €3.456 -€4.460 according to the ECOS salary scale and depending on skills and relevant experience of the candidate
- A generous benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, public transport, eco-cheques etc.,) additional holidays and a commitment to employee wellbeing
- A flexible, hybrid, dynamic, and very pleasant international working environment
- Being part of a dedicated team whose common goal it is to protect the environment
- A commitment to an inclusive and empowering approach to shaping your role and addressing environmental challenges

How to apply

Applicants should send a CV and cover letter no later than 4 November 2022 to: info@ecostandard.org, with the subject line **Membership Manager: your name**". The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.

ECOS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At ECOS, we believe diversity is what makes our work richer and our team stronger. Your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation are NOT important to us, we value your knowledge and commitment. If you believe you can contribute to our common goal, we encourage you to apply.