Fundraising and Grants Officer

Application deadline: 7 April 2024

Are you looking for a meaningful career opportunity in fundraising and grants management, where your work would contribute to making the world a better place? Do you take initiative and work independently, but value teamwork just as much? Then ECOS is the perfect place for you.

We are looking for a highly motivated Fundraising and Grants Officer to support ECOS strategic development, with a particular focus on grant management.

The Fundraising and Grants Officer will be a critical member of the Operations Department, reporting directly to the Senior Partnership & Development Manager. You will support the Senior Manager in the research, promotion, and development of new funding opportunities, and support the staff in the day-to-day management and quality delivery of existing accounts. You will also work across all programme areas to ensure effective and efficient grant making processes.

In this position you will use your skills and experience in fundraising and grant management, as well as your attention to detail, to help diversifying ECOS funders and support project management from inception to completion.

About ECOS: ECOS is an international NGO with a network of members and experts advocating for environmentally friendly 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. Our successes include mainstreaming ecodesign, introducing universal chargers, and improving our right to repair. ECOS is headquartered in Brussels with a regional presence in Nairobi, and has an exceptional team of over 40 staff, supported by a network of more than 60 technical experts and almost 60 member organisations.

Your main tasks will include:

- **Fundraising:**
  - Searching for new funding opportunities and collaborating with programme staff to match donors’ interests with the priorities of ECOS.
  - Assisting programme staff in the development of compelling fundraising proposals and funding pitches to secure financial support.
  - Maintaining and updating the proposals pipeline, the funders database, and other tools as needed, and researching their development.

- **Grants management:**
Supporting the programme staff in grants life cycle, from inception to completion, including supervising grantmaking workflow processes, forms, and templates.

Assisting programme staff in ensuring quality delivery and day-to-day management of existing portfolios and grants, including administrative tasks to assure compliance with both funder and internal procedures and requirements.

Providing guidance and support to staff in using internal tools and guidelines to improve teams’ fundraising skills and work.

Updating and improving internal grant management tools and guidelines.

Managing the grantmaking database system.

Skills and experience required:

- Good knowledge of international funders’ frameworks.
- Good knowledge of funders’ approaches, requirements, and processes.
- Good knowledge of grantmaking and management systems, and expertise in managing partnerships across a range of stakeholders.
- Data management experience, and familiarity with data systems and business processes.
- Comfortable managing multiple duties and adapting to changing priorities.
- Ability to work under general supervision and take initiative to solve problems under the supervisor’s direction.
- Ability to multitask and work collaboratively to meet deadlines.
- Well-developed facilitation and communication skills.
- Excellent command of written and spoken English.
- Strong proven interpersonal, communication, and negotiation skills.
- Commitment to the values, vision and mission of environmental NGOs
- Experience managing large-scale projects is an asset.
- Knowledge of CRM systems is an asset.

What we offer:

- An open-ended Belgian contract with a competitive salary package between €3.090–€3.685* paid 13.92 times per year, according to the ECOS salary scale. Actual salary will be determined depending on skills and relevant experience of the candidate.
- An attractive benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, teleworking allowance, public transport, eco-cheques etc.), additional holidays and a focus on employee wellbeing.
- A flexible, dynamic, and very pleasant international working environment.
- Being part of a dedicated team whose common goal is to protect the environment.
- A commitment to an inclusive and empowering approach to addressing our environmental challenges.
- We welcome applications from all over the world and can submit a work permit request where relevant.

How to apply:

Applicants should send a CV (max. 2 pages) and cover letter (max. 1 page) in English by no later than 7 April 2024 to: careers@ecostandard.org with the subject line “Fundraising and Grants Officer - 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, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.