

Grants Manager (Eastern Europe)

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Company: European Endowment for Democracy

Location: Etterbeek

Category: computer-and-mathematical

The European Endowment for Democracy is looking for a committed and experienced Grants Manager to support its flexible democracy support work, specifically the contractual and financial management of EED Grants.

The candidate must have an excellent working knowledge of Russian language. There is a strong preference for a national of an EED Member State.

Deadline for applications: 15 May 2024, midnight CET.

The European Endowment for Democracy (EED) is an independent, grant-making organisation, established in 2013 by the European Union (EU) and EU member states to foster democracy in the countries of the European Neighbourhood and beyond. Since its inception, EED has provided over 2,000 grants and evolved into a vibrant, innovative and respected member of the democracy support community. EED funds a vast array of pro-democracy actors including human rights and political activists, pro-democratic movements, civil society organisations, independent journalists and media.

This is a great opportunity to join EED in a challenging and varied role. As Grants Manager, you will work in a team responsible for the financial and contractual management of EED grants to civil society and independent media. Experience of grant-making financial and contractual procedures in government, international organisations or civil society and a good knowledge of democracy support procedures are essential. At least eight years relevant experience is required for this position.

Main functions of the post:

- Ensuring administrative and financial management of EED grants in close coordination with

the Programmes team;

- Drafting project proposals and reports for a wide range of EED donors (including EU and public donors) with special focus on the financial part;
- Providing strategic guidance to the funds management from a grants perspective;
- People Management of the full team of assigned staff members and consultants.
- Responding and contributing to strategic and institutional needs of EED, as per Executive Director requests.
- Contributing to EED monitoring and evaluation system as well as to its knowledge management.

Duties and Responsibilities:

- Assessing the budget aspect of proposals submitted by applicants for EED support in close cooperation with the Programmes Team;
- Preparing contracts and related templates for awarded grants (directly preparing or overseeing the process);
- Assessing financial reports (or coordinating assessment carried out by other team members/consultants) and related supporting documents submitted to EED by verifying their compliance with the approved budget, all contractual stipulations and donor requirements. Liaising with Programme's staff regarding narrative reports, and sending consolidated feedback on submitted reports to grant beneficiaries;
- Working with Programme's staff to assist EED beneficiaries in preparing requests for addenda, including budget revisions;
- Assisting in monitoring budget implementation and developments on grants administration issues;
- Ensuring internal administrative paperwork and approval cycle for e.g. grant contract signature, approval of grants' reports and payments;
- Maintaining current records in the online EED Grants Management System and paper files, including grant tracking and reporting;
- Preparing proposals to fundraise from EU, public institutions and other donors; and assisting in negotiating and reviewing award terms;
- Supporting the management of donor grants, including ensuring compliance with donor regulations, regularly monitoring expenditure and projections, preparing reports and timely submitting them to the relevant donor;
- Advising staff and beneficiaries on donor regulations and internal EED procedures;

- Assisting pro-democracy actors from the EU Neighbourhood and beyond in fundraising from other donors (e.g. by identifying experts to assist them in preparing and submitting grant proposals for EU and other donors);
- Cultivating relationships with important stakeholders in the field;
- Performing other tasks for the Director of Operations as required.

Requirements

a. Conditions for eligibility:

- opreferably be a national of one of the EED Member States;
- obe entitled to his/her full rights as a citizen;
- ohave completed any obligations imposed on him/her by the laws concerning military service;
- obe physically fit to perform his/her duties;

b. Essential selection criteria:

Level and type of formal education:

- omaster's degree in Economics, International Affairs, Political or Social Science, Law, International Development or related discipline (or BA degree plus additional relevant work experience);

Professional experience:

- oat least eight years of proven full-time professional experience relevant to this position, including at least five years of managerial experience in civil society-related projects and programmes;
- odemonstrated track record in grant-making and/or administering financial and contractual procedures related to project management;
- oexperience in working with democracy-support donors in government and/or international organisations and/or from civil society;

Functional competencies:

- overy good knowledge of grant-making financial and contractual procedures;
- ostrong ability to draft and check budgets and financial reports;
- oExperience in people management of a small team
- osolid ICT skills, especially in Microsoft Excel;
- othorough knowledge of English;
- othorough professional knowledge of Russian language
- oprofessional fluency or competence of other languages of EED mandate would be

considered to be an advantage.

high drive for detail and precision;

substantive understanding of political issues and trends in the EU Neighbourhood as well as EU policies towards the region;

field work experience that includes several years of working in a Neighbourhood country considered an asset;

good knowledge of the European Institutions and working mechanisms within the EU considered an asset;

ability to keep full confidentiality about all assigned tasks and related documentation as well as capacity to exercise confidentiality, discretion and tact when dealing with diverse groups of people;

high degree of communication skills and excellent interpersonal skills;

ability to develop strong working relationships internally and externally at all levels;

high personal and professional culture;

ability to work in a multicultural environment;

readiness for duty travel.

Application

Please make sure you meet all required qualifications and experience before applying.

Applicants must upload a motivation letter (outlining why they apply for this job, max. one standard page), a CV (in the Europass format), and contact information for three references via the EED website. Failure to submit these three documents shall result in the exclusion of the applicant concerned from the selection procedure.

Applications should be made online using “apply” panel on this page. After successfully submitting your application you will receive an automatic email confirming receipt of your application.

Applications should be submitted no later than 15 May 2024, midnight (Brussels time), given the current urgent situation in the region. Written online tests are planned (for pre-selected candidates only). Interviews will be planned for short-listed candidates following the written test.

The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information. Applications will be subjected to pre-employment screening & vetting, including criminal records check.

Benefits

EED is not an international organisation or EU institution and its employment contracts are fully based on Belgian Employment Law. Indicative GROSS salary of approximately €7,900 per month depending on experience and individual circumstances, plus competitive personal benefits (subject to Belgian tax and social security).

Non-Belgian residents may be eligible for the special tax status under Belgian legislation. An initial contract of two years will be offered, followed by renewal subject to satisfactory performance and available funds.*

Expected start day at EED: September 2024

Working place: EED Secretariat located in the centre of Brussels, Belgium.

*The finalisation of the recruitment process will depend on the availability of foreseen donor funds.

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