



Vacancy

IFOAM Organics Europe
Projects and Partnerships Officer

About IFOAM Organics Europe

IFOAM Organics Europe is the European umbrella organisation for organic food and farming. We represent organic in European policymaking and advocate for a transformation of food and farming. Our work is based on the principles of organic agriculture – health, ecology, fairness, and care. With 200 members in 34 European countries, our work spans the entire organic food chain. The European institutions recognise IFOAM Organics Europe as the leading advocate for organic food and farming on EU policy.

Vacancy:

Job title: Projects & Partnerships Officer

Reports to: Strategic Initiatives Manager

Full-time position: 38 hours/weeks

Location: Brussels (possibility to work outside Brussels for in-house consultants – see “Our offer”)

About the job:

You will play a role in growing IFOAM Organics Europe’s business and building the capacity of the organic movement. You will be the regular contact point for IFOAM Organics Europe’s 50 partners – foundations, EU agencies, and sponsors. You will co-design and coordinate initiatives that aim at bringing new partners and advancing the organic movement in Europe and beyond. You will work under the supervision of the Partnerships, Sector Projects, and Internal Strategy team. This role will give you an outstanding opportunity to get in contact with a wide range of stakeholders from the organic sector and acquire deep knowledge about the industry priorities and activities. You will get a chance to practice and develop your leadership, coordination, and marketing skills.

Responsibilities:

1. Contribute to engaging new funders and partners (50%*):

- 1.1. Continuously look for ideas and ways of engaging new partners, sponsors, and donors.
- 1.2. Co-design projects by incentivising ideas, drafting concepts, collecting partners’ and colleagues’ inputs, and compiling proposals to potential supporters.
- 1.3. Develop presentations and other materials for funding pitches.
- 1.4. Support the manager in executing the strategy work: looking for new ideas for funding streams, performing background research, and collecting and analysing data.
- 1.5. Support the negotiations of new partnerships: preparing background research, presentations, taking minutes, preparing contracts, and ensuring follow-up.
- 1.6. Participate in fairs and events (occasional).

2. Ensure successful implementation of funded projects (50%*):

- 2.1. Oversee the implementation of projects within specific thematic areas: set up and monitor timelines and milestones, coordinate and engage internal working groups, organize meetings, monitor and address risks, evaluate progress.

- 2.2. Ensure visibility of project funders: provide them with important project updates (successes, progress), write articles for IFOAM Organics Europe newsletters, and short messages for social media channels – in cooperation with the communications team.
- 2.3. Maintain relationships with existing donors by being the central contact point and responding to their requests in a timely fashion and keeping them updated about the work they fund.
- 2.4. Plan, coordinate, compile and submit the reports.
- 2.5. Monitor budgets, allocate funds to different projects, and liaise with the finance team regarding invoicing.
- 2.6. Ensure administrative follow-up of grants: follow up on contract requirements, organize documentation, set up/improve tools ensuring effective grant management, etc.

*Estimated time, which will vary depending on the profile and organisation style of the candidate. A trainee supports the entire team and the Officer in their tasks.

What kind of person are we looking for?

Education, knowledge, and experience

- Bachelor's or master's degree or equivalent experience
- Between 3-5 years of relevant experience
- Effective communication skills in English, both verbal and written
- Computer literacy: especially PowerPoint or other relevant programs, Word, Excel, MS Office applications, and/or other relevant programs
- Confidence in speaking in public and networking
- Knowledge of the agri-food sector
- Knowledge of EU grants
- Proven track record in fundraising
- Experience in sales and marketing is an asset
- Knowledge of German is an asset

Soft skills and attributes

- Excellent organisational/coordinating skills
- Creativity and confidence in proposing new ideas
- Willingness to learn new skills and new knowledge
- "Can do" attitude and ability to generate practical approaches to overcome challenging situations
- Ability to work on own initiative and as part of a multicultural team
- Ability to work under pressure and meet deadlines
- Empathy with the aims of IFOAM Organics Europe
- Willingness to travel occasionally within Europe

Our offer

- Full-time position (38 hours/week)
- Undetermined contract
- Employment period: open-ended contract with a starting date on 1 July or earlier
- Based at the IFOAM Organics Europe office in Brussels or as an in-house consultant in a different EU location
- The salary for this position is between 36.192 and 41.760 gross yearly depending on qualifications and experience
- Meal vouchers, eco-vouchers, health, and hospitalisation insurance (DKV), reimbursement of public transport or bike
- Hyper flexibility in homeworking, incl. homeworking allowance and a possibility to work abroad for 1 month per civil year
- 24 days holiday per year and extra holiday between 24 and 31 December

The candidates must have a valid permit to work in Belgium.

If you are a consultant and want to apply: the conditions need to be negotiated separately based on the daily rate. Please, answer the relevant question(s) in the application form. The candidate must be based in Europe and be able to travel to Brussels – at times at short notice.

How to apply?

Apply through the following link: [Application for Project and Partnerships Officer](#)

Application deadline: 21 May 2023

Please, be aware that given the number of applications, we will contact only the selected applicants.