



European Funders for Social Change and Human Rights

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## **Job Vacancy**

### **European Coordinator and Brussels Liaison - Ariadne**

'Ariadne – European Human Rights and Social Change Funders Network' is looking for a **European Coordinator and Brussels Liaison** to coordinate the French-language and Dutch portions of its network, support network development in other parts of Europe, and to represent Ariadne in Brussels.

Ariadne is a European-wide, peer-to-peer network of donors and grant-makers investing in social change and human rights. It currently has more than 575 participants representing over 190 institutions in 24 countries. Ariadne offers its members a mix of hard and soft links, with participants able to connect both online and face-to-face. Ariadne has a sophisticated online portal where participants can create and moderate special interest communities and share ideas and information. This is supplemented by a number of annual events for the entire network and a series of locally based events in different countries and linguistic regions. The language of the central network is English, with sub-networks working in French, Dutch, German, and Italian.

In Brussels, Ariadne is hosted by the Network of European Foundations, based in Philanthropy House.

### **Job Description**

Tasks will include:

- Identifying issues and trends of importance to European donors (especially Francophone and Dutch funders) and planning meetings, telebriefings, workshops and other events around those issues in partnership with funders. The Coordinator will be responsible for every aspect of these events, including planning, coordination and logistics (with some support from the London office), and acting as/arranging a rapporteur.
- Keeping abreast of philanthropic developments, posting and summarising research, events and other items of relevance to social change and human rights donors on the Ariadne online portal.
- Supporting Ariadne's membership and facilitating their participation in events.
- Helping to grow Ariadne's Francophone network.
- Supporting Ariadne's Dutch network.
- Identifying other opportunities for membership growth in Europe.
- Representing Ariadne at Brussels-based meetings and events relevant to social change philanthropy.
- Implementation of Ariadne projects, including the Ariadne Forecast.
- Maintaining relationships and communication channels with other funder networks in Brussels.
- Other duties as required.

### **Person specification**

Ariadne comprises a small and dedicated team with shared responsibility for projects, headquartered in London. The person who fills this post must be confident, intellectually curious, and demonstrate the ability to work independently and to accept a high level of responsibility. We are looking for someone with the following skills and experience:

#### Required:

- A university degree or equivalent
- At least five years of experience working in the social change or human rights fields
- Familiarity with the European donor landscape
- Excellent communication skills, tact and sensitivity
- Ability to build and sustain partnerships and networks
- Experience organising events
- Ability to work unsupervised
- Excellent spoken and written French and English
- Ability to travel within Europe as needed
- Permission to live and work in Belgium

#### Desired:

- Previous experience working as a grantmaker
- Dutch language skills strongly desired
- Facility in another European language (especially German)

### **Terms and Conditions**

- Working hours: full-time
- Salary: €40,000 – €50,000 pro rata
- Start date: March 2018
- Length of initial contract: 1 year, subject to renewal
- Location: Philanthropy House, Brussels

### **Application Instructions**

The closing date for applications is **17:00 GMT on 24th November 2017**. Interviews will be held in Brussels on 8th December.

To apply: please submit a maximum **two page CV** and a **one page cover letter** to [jobs@ariadne-network.eu](mailto:jobs@ariadne-network.eu). Please use the following subject line: "Ariadne Coordinator: Last name, first name". The filename of your CV should be "LastnameFirstname\_CV" and that of your cover letter should be "LastnameFirstname\_Cover".

Please note that due to the large number of applications we receive, we will only be able to contact short-listed candidates.