

Membership and Grants Manager

The Secretariat of the [Eastern Partnership Civil Society Forum](#) (EaP CSF) is looking for an experienced **Membership and Grants Manager** who will further strengthen membership engagement, cohesion and capacity building efforts of the EaP CSF, including via provision of grants to the members and structures of the EaP CSF, such as National Platforms. The person will report to the Director of the Secretariat and will be closely working with the whole Secretariat team contributing to the achievement of the strategic objectives of the Forum via membership development and engagement, creating cohesion and ensuring continued learning.

The key responsibilities of the Membership and Grants Manager:

- creating cohesion and supporting linkages between the EaP CSF structures
- implementing the membership engagement strategy that develops Forum's membership and increases their engagement
- identifying the needs for capacity building of the Forum's members and structures and conducting the required capacity building
- administering the financial support to National Platforms that includes operational and project support
- conducting capacity building for National Platforms based on their needs and ensuring the adoption of best practises
- ensuring the coherence between the NPs activities and the activities at the level of the EaP CSF and seeking for synergy effects of the policy efforts of both
- administering the EaP CSF COVID19 grants scheme aimed at mitigating the negative effects of COVID19 on vulnerable population and CSOs operations in general (from September 2020 to February 2021)
- optimising the internal information flows towards the EaP CSF members
- in a systematic way ensuring the dissemination and internalisation of the Forum's best practices and knowledge

Profile of a candidate:

Required

- University degree in public affairs, international development, European studies, communications, business management or other relevant discipline
- At least 4-year experience in membership development and engagement in a membership-based organisation
- Excellent networking skills and willingness to invest in building and maintaining a growing network
- At least 4-year experience in grants management
- Understanding of political dynamics in the Eastern Partnership countries and European policies vis-à-vis EaP countries
- Excellent understanding of the operations of the networks and building cohesion
- Experience in designing and implementing targeted capacity building for members
- High quality communication skills, both verbal and written, including a very high standard of written and spoken English.
- Excellent analytical skills
- Excellent organisational skills and attention to detail

- Ability to deliver under pressure, maintaining both a highly organised level of accuracy and output; to plan work to ensure deadlines are met

Desirable:

- Knowledge of Russian or any other language of the EaP countries
- Current knowledge of effective learning and development methods
- Experience with streamlining efforts aimed at building a learning organisational culture and systems for effective learning

What we offer:

- An interesting role at the Secretariat of the Eastern Partnership Civil Society Forum
- Attractive remuneration and benefits package;
- Be part of a friendly, dynamic and international team in the heart of the Brussels EU district
- Excellent networking opportunities

Selection Process

CV and motivation letter should be sent to secretariat@eap-csf.eu by midnight CET 7th of September with the reference: “Membership and Grants Manager”. The applications will be reviewed on the rolling basis. Interviews may be scheduled before the 7th of September. Only candidates selected for an interview will be contacted. Applicants should have the legal right to work in Belgium to be eligible for this position.

About the Forum and the Secretariat

The Eastern Partnership Civil Society Forum (EaP CSF) is a network of civil society organisations that was established in 2009 and aims to support Eastern European countries' sustainable reform process with a view to accelerating their political association and economic integration with the EU. The Forum is a unique structure that is part of the multi-lateral architecture of the Eastern Partnership policy, and it provides a civil society voice to all the multitude of meetings, starting from thematic panels and finishing up with the ministerial level meetings. The Forum strengthens the diversity and plurality of public discourse and policymaking by holding governments and public authorities accountable to the commitments they made. The EaP CSF is a strategic partner of the DG NEAR in providing support to civil society in the EaP region. The Secretariat of the EaP CSF is based in Brussels; the members of the EaP CSF are based in the EaP countries and the EU MSs. See www.eap-csf.eu for further details.