



Job description Fundraising and Grants Officer

Role: Fundraising and Grants Officer

Location: Brussels, based at FEBA's head office

Contract period: Full-time (40 hours per week), 6 months with possibility of permanent employment under Belgian Labour Law

Reporting to: Senior Fundraising and Partnerships Manager

Salary: €2.850 gross monthly

Summary

FEBA is seeking a Fundraising and Grants Officer, an important role in our efforts to achieve our goal to support our Members in their daily activities. Reporting to the Senior Fundraising and Partnerships Manager, the Fundraising and Grants Officer is responsible for providing a valid and vital support in the fundraising process and the relationship with international stakeholders.

Key Responsibilities:

- **Identifying Funding Opportunities:** Proactively search for new funding opportunities aligned with the mission and priorities of the European Food Banks Federation (FEBA). Collaborate with various departments within FEBA to match potential donors' interests with the organisation's needs.
- **Proposal Development:** Assist in the creation of compelling fundraising proposals and grant applications, including drafting EU projects. Ensure proposals are tailored to meet the requirements of different funding sources.
- **Pipeline Management:** Maintain and update the proposals, manage funding databases, and other relevant tools. Monitor the progress and development of potential funding opportunities.
- **Grant Lifecycle Support:** Provide support throughout the grant lifecycle, from inception to completion. This includes observing grant-making workflow processes, managing forms and templates, and ensuring compliance with both funder and internal procedures.
- **Portfolio Support:** Assist in the day-to-day management of existing portfolios and grants. This involves writing reports, preparing background documents, and completing administrative tasks to ensure compliance with funding requirements.
- **Training and Support:** Offer support to staff in utilising internal tools and guidelines to enhance fundraising skills and effectiveness. Provide guidance on best practices for fundraising activities

Qualifications:

- Bachelor's degree in business, marketing or related fields. Degrees in other relevant subjects will be considered and evaluated;
- 1 or 2 years of experiences in fundraising and grants management;
- Good negotiation and anticipation skills;



- Detail-oriented and organised, prioritise deadlines, and work independently or collaboratively in a fast-paced environment.
- Capacity of dealing with sensitive information and a large amount of data;
- Excellent written and verbal communication skills, with the ability to present complex information in a clear, concise, and compelling manner.
- Proficiency in English; additional language skills, especially an asset.
- Previous experience or familiarity with the non-profit sector, advocacy campaigns, or international organizations is desirable.

At FEBA, we are committed to fostering a diverse, inclusive, and collaborative work environment where everyone is valued, respected, and empowered to contribute their unique talents and perspectives. If you are passionate about supporting a cause that makes a difference and want to be part of a dynamic team dedicated to ending hunger in Europe, we encourage you to apply for this exciting opportunity. Together, we can build a future where no one goes hungry and everyone has the opportunity to thrive. Join us in the fight against food insecurity – your journey starts here.

How to Apply: Interested candidates should fill in the form on the website.

The application deadline is **5pm, Friday 12 April, 2024.**