Position: Fundraising and Grants Manager

Dates: 13 July, 2020 – 12 July, 2022

Location: Saint-Gilles, Brussels, Belgium

Hours: Full time (38.5 hours per week)

Remuneration: 30,000 - 36,000 EUR gross p.a. dependent on location and experience. Benefits package in Belgium includes lunch vouchers and annual transportation pass.

Contract: Fixed term employee, renewable

JOB DESCRIPTION

1. Main purpose of the role
To increase PBI’s income from governmental, multi-lateral and private sources, and raise funds for the work of PBI’s International Secretariat, field projects and country groups and provide grant management for funds raised or coordinated by the International Secretariat.

2. Position in the organisation
This is a fixed term employment contract for 24 months, renewable subject to review. The person will be formally accountable to the International Coordinator, based in Brussels, and work closely with the Finance and Manager, ISEC Administrator, Project and Country Group staff, as well as members of PBI’s fundraising working group.

3. Place of work
The person will be based in Brussels where the International Office is located. Remote or flexible working arrangements are possible, but applicants should work in a time zone that facilitates coordination and be available to spend significant time in Brussels. PBI is unfortunately unable to sponsor visa applications and applicants already hold valid permission to work in the EU.

4. Organisation overview
Peace Brigades International (PBI) is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico, Nepal and Costa Rica/Nicaragua.

PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international office in Brussels.

PBI uses a non-hierarchical model of organising and decisions are made by consensus. The General Assembly, which convenes every three years, is PBI’s highest decision-making body. In between, governance and operations are the responsibility of the international councils. The international councils, committees and working groups, together with the International Office constitute the International Secretariat (ISEC). Other IO staff comprise a Governance Coordinator, International Coordinator, Finance Manager and Administrator.

For further information about PBI see www.peacebrigades.org.
5. Responsibilities
Under the supervision of the International Coordinator, the key tasks of the Fundraising & Grants Manager will include (not an exhaustive list):

**Fundraising**
- Design, implement and manage a multi-year, comprehensive and strategic fundraising plan focused on increasing PBI’s income from governmental, multi-lateral and private sources, in close collaboration with the International Coordinator and Entity Fundraising Staff;
- Ensure fundraising activities are aligned with PBI’s mission, principles and relevant policies
- Ensure relationships with existing PBI funders are strong and conducive to further funding; cultivate relationships with new and potential funders;
- Maintain and increase fundraising from multi-lateral and governmental sources in Europe; identify and pursue funding opportunities for PBI from U.S. based funders, particularly trusts & foundations;
- With input from relevant PBI entities, elaborate and submit high quality pitches, LOIs and/or funding proposals to perspective donors;
- Represent PBI during bilateral meetings with funders and in funding coalitions and collaborations;
- Maintain database of potential funding sources and share funding opportunities with PBI entities as appropriate/relevant to their work.

**Grant Management**
- Consolidate, produce and manage narrative and financial reporting to donors;
- Produce and manage grant proposal budgets and amendments;
- Act as main point of contact between PBI and donors regarding grant reporting requirements and amendments;
- In coordination with Finance Manager, receive, register and distribute incoming grants to entities and partners;
- In coordination with Finance Manager, PBI entities and external auditors, prepare grant specific audits and support the preparation of global audits;
- Process and acknowledge the receipt of individual donations to PBI;
- Oversee the production, maintenance and implementation of PBI policies related to grant management and ensure compliance with grants and donors’ requirements.

**Monitoring & evaluation**
- Ensure implementation of PBI’s Global Monitoring and Evaluation System, updating as necessary to ensure responsiveness to the reporting requirements of new and current funders;
- Provide occasional training and support to PBI staff on use of M&E system.

**Support and Coordination**
- Provide advice, support and guidance to PBI projects and Country Groups on relevant fundraising opportunities;
- Provide input to finance staff for budget preparations and cash flow projections;
- Coordinate and participate in PBI’s Fundraising Working Group and other internal coordination spaces as necessary

6. Person Specification

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>University degree in relevant subject or equivalent experience</td>
<td></td>
</tr>
<tr>
<td>(minimum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Experience
- A senior role in an international NGO with demonstrable results
- Experience managing EU grants and/or other multilateral government grants
- At least three years relevant experience in a fundraising leadership role and a proven track record of successful fundraising with governmental, multi-lateral and private donors.
- Prior experience with US based trusts, foundations and major donors would be an advantage;
- Managing staff and volunteers

### Knowledge
- Knowledge of and existing contacts within human rights funder landscape
- Understanding of and willingness to work within consensus decision-making processes;
- Commitment to and understanding of PBI’s principles, mission and objectives
- Proficient in basic office IT skills (Excel, Word, Outlook & open source equivalents)

### Skills
- Excellent organisational and time management skills
- Self-motivating and able to work under own initiative
- Ability to solve problems and achieve results with limited resources
- Ability to collate and summarise large amounts of data
- Ability to support numerous projects and teams concurrently;
- Excellent attention to detail for language and reviewing budgets
- Excellent numeracy, written and verbal communication skills, including the ability to persuasively communicate technical subjects to non-technical audiences and non-native speakers
- Fluency in English and Spanish
- Demonstrated ability to work within a multi-cultural office environment and a complex, decentralised multi-cultural organisation
- Ability to build effective relationships with colleagues
- Working knowledge of French would be useful but is not required

### 7. Application Instructions and Timeline

To apply, please send your application to: recruitment@peacebrigades.org by COB 21 June, 2020. Only candidates who return a complete application form in English and who are eligible to work in the EU will be considered. Please note that we are unfortunately unable to respond to candidates who have not been selected for interview.

- **Application deadline:** 21 June
- **Written test:** 26 June
- **Interviews:** 29 June – 3 July
- **Start date:** 13 July or as soon as possible.