

European Association of Zoos and Aquaria

Vacancy: Funding Coordinator



EAZA, the European Association of Zoos and Aquaria, represents and links 400 zoos, aquariums, national zoo federations and other organisations in 44 countries, including Members in 26 of the 28 EU Member States. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. EAZA is the world's largest professional zoo and aquarium body, and more than 140 million visits are made to EAZA Members each year.

The main EAZA Executive Office is based at Artis Zoo, Amsterdam, with a permanent staff of thirteen people plus three others located off-site. The office is responsible for the day to day running of the Association, with activities divided mainly across two departments: Communications and Membership, and Collection Coordination and Conservation.

Implementing the EAZA Strategic Action Plan 2017-2020 will mean the number of staff will grow in the next few years. This Strategy has identified the need to expand the funding base of the Association so that the ambitions of EAZA can be realised.

Job Description

The Funding Coordinator will report to the EAZA Executive Director with the remit of generating income to support the existing and future strategic directions of EAZA. The successful candidate will build on existing, and develop new, initiatives in order to achieve defined targets. Draft propositions, grant applications and assessment of existing and new partnerships and donation models will be part of the work. They will also be responsible for managing the relationship with Corporate Members of EAZA.

Duties and Responsibilities

- Further develop fundraising opportunities for EAZA to support both short and long term strategic directions of the Association;
- Establish relationships with relevant corporations, foundations, and potential donors and key stakeholders in order to raise funds for EAZA;
- Manage the relationship with Corporate Members of EAZA to retain existing members and encourage new ones to join;
- Communicate effectively to expand the range of contacts through mailings, e-mailings, phone campaigns, meetings and networking events;
- Explore new and innovative models of fundraising;
- Manage a database of funding possibilities, projects and executed actions;
- With colleagues and external partners where relevant, write project proposals, grant applications, and feedback reports;

- Work with the Officer Manager and Executive Director to ensure that any funds or donations are efficiently processed, recorded and acknowledged;

General

- Contribute to various ongoing EAZA tasks as appropriate and needed;
- Where relevant, assist with preparation related to conferences and other general tasks in the office;
- Contribute to ensuring the communication and publication of related information to the membership (e.g. by publication in eNews, Zooquaria, EAZA website, Journal of Zoo and Aquarium Research etc.);

Required Qualifications and Experience

Education

The EAZA Funding Coordinator will be educated to a minimum of degree level or equivalent. A degree in a relevant discipline such as business administration, marketing or sales is preferred.

Experience and Skills

- Candidates must have at least two years of experience in fundraising, ideally in the non-profit sector;
- The ability to maintain an awareness of funding streams and philanthropy trends, news, events and legislation is essential;
- Candidates must be able to devise compelling and effective cases in support of EAZA strategic projects;
- Fluent written and spoken English is essential. The ability to communicate in another European language is preferred;
- The ability to work effectively to deadlines and under pressure is paramount;
- Candidates must be able to work collaboratively to produce reports to given specifications;
- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures;
- The ability to initiate new ideas and take the initiative in response to challenges and opportunities will be required;
- Candidates must be able to deal sensitively and appropriately with confidential information;
- Candidates will be required to represent EAZA professionally at various events;
- Experience with standard office word processing and spreadsheet packages is essential;
- A proven ability to build and maintain broad networks of supporters/stakeholders is desirable;
- Experience in budget management, target setting and monitoring, forecasting, and reporting is desirable;
- Experience working with EU funded projects is desirable;

A legal entitlement to work in the Netherlands is essential.

Employment Conditions

The position of EAZA Funding Coordinator is a part-time post working 30.4 hours per week (ideally over four days) to be based in the EAZA Executive Office in Amsterdam. The successful candidate will be expected to work weekends and outside normal working hours where required, for example at conferences. Although not a large part of the role, a willingness to travel is important. There is a holiday allowance of 25 days a year pro rata and a company pension is available. The contract is initially subject to a one year fixed period, with a probation period of one month.

Applications

Applications should include a brief covering letter and a full CV with at least one business reference. All applications are to be sent via email to Joni Hut at info@eaza.net with the subject line "EAZA Funding Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: 31 October 2017

Interviews will take place in Amsterdam during early November 2017.

We thank all applicants for their interest; however, only candidates short-listed for interview will be contacted.