



European Association of Zoos and Aquaria

Vacancy: Funding Coordinator

Founded in 1992, EAZA is the world's largest regional zoo and aquarium association. Driven by our vision of *"progressive zoos and aquariums saving species together with you"*, we enable the collaboration of more than 400 Members (zoos and aquariums, national zoo federations and other organisations) in 48 countries in the areas of animal population management, animal care, conservation, education and research.

The day-to-day work of the Association is run by the EAZA Executive Office (EEO) composed of about thirty staff members. Most of us are based at our main office at Artis Zoo, Amsterdam, The Netherlands.

Job Description

We are looking for a Funding Coordinator to join our team based in Amsterdam. The Funding Coordinator will have 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, EU and other grant applications and assessment of existing and new funding partnerships will be part of the work. They will also be responsible for managing the relationship with Corporate Members of EAZA.

Duties and Responsibilities

Fundraising

- Further develop funding opportunities for EAZA to support both short and long term strategic directions of the Association;
- Establish relationships with relevant EU funding bodies, corporations, foundations, and potential donors and key stakeholders in order to raise funds for EAZA;
- With colleagues and external partners where relevant, write project proposals, grant applications, and feedback reports;
- Promote EAZA so that it is well placed to find and benefit from fundraising opportunities through greater external awareness of the Association;
- Explore new and innovative models of fundraising;
- Manage a database of funding possibilities, projects and executed actions;
- Provide advice and support to EAZA Members on matters relating to fundraising;
- Work with the Office Manager and Executive Director to ensure that funds and donations are efficiently processed, recorded and acknowledged.

Corporate Member liaison

- Manage the relationship with Corporate Members of EAZA to retain existing members and encourage new ones to join;
- Review Corporate Member benefit packages and coordinate implementation of benefits;
- Coordinate opportunities for Corporate Members to engage in EAZA activities.

General

- Contribute to various ongoing EAZA tasks as appropriate and needed;

- Where relevant, assist with preparation related to conferences and other general tasks carried out by the EAZA Executive 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, fundraising or marketing is preferred.

Experience

- Candidates must have at least two years of experience in fundraising, ideally in the non-profit sector;
- Candidates must demonstrate experience of working collaboratively to produce compelling and effective reports to given specifications;
- Experience initiating new ideas and taking the initiative to response to challenges and opportunities is essential;
- Experience with standard MS Office tools 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;
- Good knowledge of the EU funding programmes is essential. Proven track record of coordinating successful EU grant applications is desirable;
- Candidates who have had experience dealing sensitively and appropriately with confidential information will be at an advantage;
- Work experience in zoo-related thematic area, such as: wildlife conservation, animal husbandry, research, education is an advantage;

Skills

- The ability to quickly form good working relationships with internal and external stakeholders is essential;
- The ability to work effectively to deadlines and under pressure is paramount;
- Excellent project management skills, including the ability to prioritise and manage multiple projects at the same time is essential;
- Fluent written and spoken English is essential. The ability to communicate in another European language is preferred;
- The ability to maintain an awareness of funding streams and philanthropy trends, news, events and legislation is essential;

Employment Conditions

The position of EAZA Funding Coordinator is an 80% post working 30.4 hours per week (ideally over four days) to be based in the EAZA Executive Office in Amsterdam. EAZA operates a combination of in-office and home-office worktime. Equipment is provided for safe and healthy home working. 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.

An initial one year contract is offered, with a permanent contract to follow after a positive appraisal. The salary offered for the 80% role is €26,548 per annum. Additionally, EAZA pays an 8% holiday allowance in May which will bring the salary to €28,668.

Applications

You should be an EU national or hold an EU work permit in order to be eligible to apply for this role. If you are interested in the position, please send your CV and cover letter for the attention of Tomasz Rusek at jobs@eaza.net with the subject line "EAZA Funding Coordinator – your name". All applications received will be acknowledged by a return email. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Application deadline: 22 October 2022

Interviews will take place in October/November in Amsterdam or online.