

European Association of Zoos and Aquaria



Vacancy: Funding Coordinator (0.6 FTE)

Location: Amsterdam

(Candidates based in Brussels will be considered as well.)

Deadline: 3 December 2023

Founded in 1992, EAZA (www.eaza.net) is the world's largest regional zoo and aquarium association. Driven by our vision "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 47 countries, including 25 EU Member States, in the areas of animal population management, animal care, conservation, education and research.

The day-to-day work of the Association is managed by the EAZA Executive Office (EEO), with a dedicated team of around thirty staff members, most of whom are based at our main office at Artis Zoo in Amsterdam.

Job Description

As the Funding Coordinator, you will be part of the Advocacy and Communication Department and will have the remit of generating income to support the existing and future strategic directions of EAZA. You will monitor relevant funding streams to identify and develop opportunities for EAZA and its Members. With colleagues and external partners where relevant, you will write project proposals and grant applications, coordinate implementation of successful funding bids, track progress, and write feedback reports.

Duties and Responsibilities

Fundraising

- Maximizing relevant EU funding opportunities;
- Writing proposals and grant applications (with colleagues and external partners where relevant);
- Coordinating implementation of successful funding bids and track their progress against set targets;
- Writing feedback reports (with colleagues and external partners where relevant);
- Horizon scanning for existing and potential future EAZA activities that might be attractive to funders.

Supporting EAZA Members in fundraising

- Monitoring of funding opportunities relevant to activities of EAZA Members;
- Promoting funding opportunities;
- Providing advice, support and training to EAZA Members on matters relating to fundraising.

EAZA operations

- Supporting achievement of actions set out in EAZA Strategic Plan;
- Contributing to other departmental and cross-departmental topics as required and appropriate;
- Contributing to communication addressed to Members and external audiences (e.g. by publishing in the monthly Member newsletter eNews, EAZA website, quarterly magazine Zooquaria, etc.);
- Where relevant, assisting with preparation related to conferences and other general tasks carried out by the EAZA Executive Office.

Required Qualifications and Experience

Education

The successful candidate will be educated to a higher professional education level, ideally in a relevant discipline such as business administration, fundraising or marketing.

Experience

- Candidates must have at least three 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;
- Good knowledge of the EU funding programmes is essential. Proven track record of coordinating successful EU grant applications is desirable;
- The ability to maintain an awareness of funding streams and philanthropy trends, news, events and legislation is essential;
- Experience in budget management, target setting and monitoring, forecasting, and reporting is desirable;
- Fluent written and spoken English is essential. The ability to communicate in another European language is preferred.

Other function information

- Candidates who can demonstrate a problem-solving approach to work will be preferred;
- Work experience in zoo-related thematic area, such as: wildlife conservation, animal care, research, education is an advantage;
- Candidates with experience of working with a non-profit and/or membership-based association will be preferred;
- Successful fundraising may make it possible to increase the number of work hours offered.

Competencies

The successful candidate should have – or be able to develop – the following personal competencies:

- **Proactive and progressive** Being forward-thinking and taking initiative within scope of responsibility. Using knowledge and experience to lead to the best result for EAZA.
- **Professional** Demonstrating reliability, consistency, transparency, inclusivity and honesty in your actions. Being fact based, accountable and maintaining confidentiality. Respecting cultural and experiential differences and positively representing EAZA.
- **Result orientated** Able to take concrete and targeted actions to meet agreed results and continuously add value for EAZA and its Members.
- **Attentive to detail** Able to handle detailed information consistently and effectively.
- **Interpersonal skills** Able to work with a wide range of people across multiple cultures. Managing relationships with professionalism, empathy and tact.
- **Organised** Determining own goals and priorities across multiple tasks and indicating the actions, time and resources needed to achieve these goals. Keeping on track and on time to meet deadlines, even under pressure.
- **Project management skills** Working collaboratively to achieve agreed goals and priorities; indicating the actions, time and resources needed to achieve these goals, in relation to specific projects. Ability to manage the project through to outcome(s) [result(s)] and evaluation.
- **Technology fluent** Able to use and adapt to existing and new tools and technologies appropriate to the job description e.g., Office365, CRM, finance and HR systems.

Employment Conditions

The position is a 60% post, to be based in the EAZA Executive Office in Amsterdam. The contract will be based on Dutch law. Candidates based in Brussels will be considered, too, with the option of working in our EU office in Brussels, with a Belgian contract. The salary offered for the 60% role is between €22,000 – 23,000 per annum, inclusive of holiday allowance. There is a holiday quota of 25 days a year, and a company pension is available.

EAZA offers a flexible work arrangement with a mix of in-office and remote work. We provide the necessary equipment for a safe and comfortable home office setup, along with an allowance for costs related to home working and travel to the office. Occasionally, you may be required to work outside regular hours for events such as conferences.

You should be an EU national or hold an EU work permit to be eligible to apply for this role.

Applications

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 "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: 3 December 2023, midnight (Central European Time)

We intend to hold interviews before 20 December.

We look forward to receiving your application!