

**Title: EU Partnership Advisor**

**Location: Brussels, Belgium**

### **About ChildFund Alliance**

ChildFund Alliance is a global network of 11 child-focused development and humanitarian organizations working to help children and their families overcome poverty and the underlying conditions that prevent children from reaching their full potential. Together, we reach more than 32 million children and family members in 70 countries.

ChildFund members provide nutrition, healthcare, education, and life skills to those we help. We work to end violence and exploitation against children; provide expertise in emergencies and disasters to ease the harmful impact on children and their communities; and engage children, families and communities to create lasting change. Our commitment, resources, innovation, knowledge and expertise serve as a powerful force to help children and families around the world transform their lives.

The Alliance extends the reach and influence of members by enhancing their individual and collective strengths. It improves the quality of programs and outcomes; creates opportunities for joint initiatives; raises brand awareness, credibility and profile; promotes and monitors common standards; and builds a network connecting members to funds, projects, country knowledge and experience.

The Alliance helps members maximize and diversify revenue, a central goal of the EU Partnership Advisor position. Our 11 members invest more than US\$580 million annually on behalf of children. At least 98% of staff who conduct work in the field is nationals with in-depth knowledge of the local environment. Local and grassroots partners carry out much of ChildFund's work.

The ChildFund Alliance Secretariat, based in New York City, oversees the day-to-day operations of the Alliance and works with ChildFund members to establish operating standards, adopt common policies, and coordinate global advocacy strategies. The Secretariat also has a Europe Office in Brussels, which works to strengthen ChildFund Alliance influence and income by engaging with EU institutions as well as other EU-based and global stakeholders, and by connecting its policy work with partnership building at the EU level and globally.

A Board of Directors, with representatives from all 11 members, oversees the Alliance. The top executive at each member organization is part of a CEO Forum, which works with the Secretariat to ensure implementation of the ChildFund Alliance vision, mission, and strategic plan goals.

### **The Position**

The EU Partnership Advisor reports to the Director of the ChildFund Alliance Europe Office and is a key contributor to the implementation and success of the ChildFund EU strategy. Working closely with the Alliance members' program and business development staff, the EU Partnership Advisor directly contributes to building opportunities and strategically positioning ChildFund Alliance as a key partner to the EU institutions.

## **Role and responsibilities**

The role of the ChildFund Alliance EU Partnership Advisor is to maintain and further develop funding and partnership relations with EU institutions and to bolster ChildFund Alliance member engagement with the EU.

The EU Partnership Advisor undertakes the following responsibilities:

### Donor intelligence and knowledge management

- Proactively analyze EU funding trends and priorities for development cooperation and humanitarian aid.
- Develop a thorough understanding of the EU funding instruments and facilities in the sectors, disseminate information and provide strategic advice to members of the Alliance.
- Support members to pre-position for EU funding opportunities and to cooperate in the development of their response strategy.
- Identify relevant EU funding opportunities, gather intelligence, inform Alliance members in a timely manner and track results.

### Donor engagement and member cooperation

- Provide support and expertise to the Alliance members' head and country offices on EU partnerships (focussing on INTPA, as well as ECHO and NEAR). This includes promoting and supporting the engagement of ChildFund members with EU institutions in Brussels and in country, and contributing to the development and monitoring of their engagement strategies.
- Provide technical and strategic advice on the development of EU project proposals, improving quality and ensuring compliance.
- Initiate and enhance collaboration with and between Alliance members on EU funding matters and facilitate internal coordination for multimember and/or multi-country EU project proposals.
- Identify opportunities for developing members' capacity on EU engagement and contribute to the development and implementation of relevant tools and activities.

### Representation and advocacy

- Develop and maintain liaison with EU donors and identify opportunities for donor advocacy, where relevant.
- Represent ChildFund Alliance in meetings or events with the European institutions and civil society stakeholders.
- Participate actively in European NGOs platforms (such as CONCORD Europe, VOICE, etc.) on matters concerning EU funding, development aid, etc.
- Support representation and advocacy work led by the Director of the Europe Office.

### Others

- Active participation to the relevant committees, task forces, working group and meetings of the ChildFund Alliance, which might involve international travels.
- Support the preparation and coordination of meetings, events or trainings, in Brussels or abroad.

## **Experience and skills**

- In-depth understanding of the EU's external action grant procedures and regulations, acquired by 7+ years of professional experience in the international development or humanitarian aid sector in

INGOs, institutions or international organizations.

- Proven track record building partnerships with EU donors, including submitting funding proposals, implementing projects and reporting (narrative and financial) against commitments.
- A thorough understanding of current discourse on approaches to project management, monitoring, evaluation and impact assessment in international development and humanitarian aid.
- Significant experience in capacity development, learning processes and knowledge management.
- Excellent communication skills and fluency in written and spoken English is essential; conversational Spanish and/or French are highly desirable.
- Field experience in international development or humanitarian aid is a strong asset.
- Strong networking skills, the ability to effectively interact with a multiplicity of stakeholders including senior leaders.
- Highly skilled at proactively identifying existing opportunities and activities or creating new ones.
- Excellent team and interpersonal skills appropriate for working effectively in a multi-cultural and fast-paced environment.
- Ability to prioritize tasks with limited supervision and to handle multiple tasks under tight deadlines.

### **Conditions**

- Contract: Permanent, full time position, governed by Belgian Law.
- Expected start date: As of December 2023
- Salary scale: 4400 – 5000 EUR / month, according to experience. Other benefits include: End of year bonus, meal vouchers, and reimbursement on travel and hospitalization insurances.
- Location: Our office is located at Mundo J, Rue de l'Industrie 10, 1000 Brussels, with flexible working arrangements and possibility of at-home work.
- 30 days of paid vacation per full year worked.
- Availability to travel in Europe and internationally 2 to 4 times a year.

### **Applying**

Submit a CV and cover letter (in English) explaining your interest in and qualifications for the position to [recruitment@childfundalliance.org](mailto:recruitment@childfundalliance.org) by **5 November 2023**. Please note that candidates must have the right to work in Belgium / in the European Union. A ChildFund Alliance team member will contact you if your credentials match our needs.