

## **JOB DESCRIPTION**

### **Head of Office**

Are you interested in a high profile and challenging position in Europe's leading non-governmental crowdfunding association, the European Crowdfunding Network? ECN is currently recruiting an entrepreneurial and focused Head of Office to help build our organisation. The right candidate will have opportunities to develop her career quickly within our organisation.

If you have knowledge of crowd-, micro- or SME finance, EC project experience and are interested to develop a dynamic organisation with dedication and an eye for detail within the EU then we are interested in hearing from you. This is an exceptional opportunity for an exceptional individual. You will be able to provide leadership for the European crowdfunding community, driving forward new thinking and cutting edge approaches to policy and governance in a highly political environment. We are a diverse and large community of leading organisations and you must be fluent in English, experienced in bringing together people to work together for success, and able to execute with confidence and conviction and sometimes under high pressure.

### **We are looking for someone who:**

- Has relevant experience in managing teams or growing organisations, ideally in relation to European Institutions and membership organisations
- Learns and takes responsibility quickly and proactively;
- Will be providing general assistance to the Executive Director and the Board of Directors in growing the organisation;
- Is ready to assume responsibilities for the success of the organisation
- Is organised and able to manage a varied workload with competing priorities and pressures;
- Will take responsibility for project applications and management, including financial aspects;
- Is a strong communicator verbally and in writing;
- Is fluent in English and at least one other European language;
- Will demonstrate political and cultural sensitivity in engaging with members and stakeholders across Europe;



- Has a clear understanding of EU institutions, policy and funding;
- Preferably brings some experience of and insight into civil society, social economy or social enterprise.

**Your responsibilities will be to:**

- Manage and administer the office and of the organisation, including staff and finance
- Develop and manage a portfolio of EU-funded projects (currently two);
- Gain new projects and business in the areas of finance, entrepreneurship, innovation, social enterprise and civil society;
- Drive the growth of ECN membership;
- Help develop ECN policy thinking and positions on civil society, social economy and social enterprise;
- Contribute to ECN communications, notably website, newsletter and social media;
- Develop and maintain a network of contacts among members, policy-makers and stakeholders.

**The main skills and competences we are looking for include:**

- University degree in communication, journalism, public relations or equivalent, focus on law or business is also welcome;
- Excellent level of written and spoken English (native speaker or equivalent), other languages an asset;
- Knowledge of the European Union and the European policy;
- Demonstrated writing and editing skills (communication materials, briefings...);
- Ability to create and design engaging communication tools;
- Business acumen and affinity to or experience with civil society organisations;
- Affinity to numbers and accounting
- Computer skills and knowledge of web-based content management systems, mailing systems, databases and possibly also social media and design software;
- Ability to rapidly summarise complex or highly technical issues;
- Genuine interest in and enthusiasm for environmental protection and sustainability;
- Flexibility, ability to adapt quickly to new issues, proactive attitude, self-motivation.





**Job location: Brussels**

Please send your covering letter indicating what value you will bring to ECN and CV in a single PDF file by email to [info@eurocrowd.org](mailto:info@eurocrowd.org)

The deadline for applications is 30 October 2014. We are looking for candidates to start as soon as possible after appointment. Remuneration will be according to experience and profile on a consultancy basis within a range between €35.000 and €45.000 pro rata per year. We expect the successful applicant to work towards the growth of the organisation and cover some of her/his income from success based rewards.

