



VACANCY NOTICE

ADVISER – IMPACT AND DEVELOPMENT

THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

ABOUT THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

CEMR is the largest and oldest organisation of Local and Regional Governments working on building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges. This requires strengthening the relationships with our member associations, rethinking the way we engage with our community through statutory meetings and strategic events.

Are you the right person to help us to deliver on our ambitions?

WHY WORK FOR THE CEMR?

- CEMR aims to foster a closer relationship between local and regional governments and the European Union and other international institutions, working as a reliable partner to co-shape European legislation and localise the SDGs.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- By joining the CEMR you will integrate a multicultural, dynamic, and collaborative team of 40+ people based in Brussels.
- CEMR offers an attractive remuneration package and career progression opportunities.

ABOUT THE ROLE:

As an Adviser, Impact and Development you will play an important role in driving strategic initiatives focused on CEMR Impact Communities, stakeholders and donors' engagement. This position is crucial for translating members needs and ideas into concrete projects.

It entails engaging with the CEMR staff, CEMR membership and a different array of external stakeholders i.e. from academia, private sector, other associations, foundations etc.

The Adviser, Impact and Development will contribute to plan and build funded projects and activities for knowledge creation and a more impactful work and visibility. The ideal candidate will bring a passion for community development, a proven ability to develop and execute successful strategies, strong communication skills, event planning and management.

The Adviser, Impact and Development reports to the Director of Policy and Impact, and works closely with the Director of Projects and Programmes.

TASKS AND RESPONSIBILITIES:

1. Strategic planning and development

- Support the strategic direction for the established Impact Communities.
- Conduct mapping and analyses to identify relevant stakeholders, donors and partners that could help enhance the work under the Impact Communities.
- Define the value proposition for new stakeholders wishing to engage with the Impact Communities
- Develop plans to achieve sustainable outcomes through funded projects and programmes.

2. Internal Coordination

- Establish work programme for the recurrent engagement between the staff involved in the different Impact Communities.
- Establish processes for the circulation of knowledge among the different teams and drive the groups towards establishing of joint strategic activities.
- Plan, organise and run internal meetings and workshops, in relation to the established Impact Communities.

3. Communities Development

- Engage, build and nurture relationships with stakeholders and relevant donors.
- Plan, design, organise and run workshops and events for the Impact Community stakeholders aimed at achieving concrete and measurable outcomes.

4. Fundraising Strategy

- Identify funding opportunities from diverse sources, including grants.

- Monitor fundraising activities and maintain relationships with donors and funding partners.

GENERAL REQUIREMENTS

- Master's degree in Community Development, Social Sciences, Business Administration, Communication or a related field.
- Minimum of 5 years of experience in community development, stakeholder engagement, fundraising, or related fields.
- Proven track record of successfully developing and implementing strategic initiatives that drive positive community impact.
- Project management skills is a plus.
- Strong analytical skills and ability to translate data and insights into actionable plans.
- Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders effectively.
- Experience in grant writing, fundraising, and managing donor relationships.
- Excellent team player, with ability to work independently, prioritise tasks effectively, and thrive in a dynamic, fast-paced environment.
- Excellent written and spoken English, French is a plus.

Key Competencies

- Strategic Thinking and Planning
- Stakeholder Engagement and Relationship Building
- Fundraising and Resource Development
- Analytical Problem Solving and Decision Making
- Effective Communication and Presentation Skills
- Adaptability, Resilience, and Results-Oriented
- Event planning and management skills

CAPABILITIES

We are in search of talents that exemplify a fusion of attitudes, skills, and behaviors deeply rooted in our key **core capabilities**. This involves the ability to **lead**, steering endeavors by going the extra mile, **influence** by adeptly building relationships with stakeholders amidst diverse perspectives and interactions, **impact** through outcome

orientation, and *inspire* by evoking positive responses, motivation, and by fostering constructive reactions.

OUR OFFER

For this position, we offer initially a one-year fixed term contract to be transformed to an open-ended contract, based on performance evaluation. A competitive salary package including the 13th month of salary, legal and extra-legal holidays, a teleworking policy and teleworking allowance, holiday allowance (as per Belgian legal framework), lunch vouchers, eco-vouchers, medical insurance, and coverage of the public transport.

Our Brussels-based office is a vibrant and diverse hub, where enthusiasm and passion drive our collaborative efforts. Embracing diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter before the **30th of September 2024** at midnight, at application@ccre-cemr.org, with in the subject: "Impact and Development Adviser".

Applications will be reviewed on a rolling basis and suitable candidates may be contacted before the deadline for application is reached.

Every application sent receives our dedicated attention as we believe in giving each candidate the consideration they deserve. We are an equal opportunities employer and an inclusive workplace where every individual is valued and can thrive!