



## Eurodad Director

**About Eurodad:** Eurodad (the European Network on Debt and Development) is a network of 46 civil society organisations (CSOs) from 19 European countries. Eurodad works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all.

Candidates are encouraged to review our website: [www.eurodad.org](http://www.eurodad.org) and subscribe to our *Development Finance Watch* newsletter for further information. A summary of our 2015-19 Strategy is [here](#).

### Role Purpose

This is a rare and exciting opportunity to lead a cutting-edge development finance network. You will lead Eurodad's team to deliver specific yet transformative policy changes on critically important development finance issues, including: tax justice; effective aid; ending debt crises; publicly-backed private finance; investment treaties; climate finance; and financial sector rules. You will ensure that the organisation is well run, has stable and sufficient resources, and that the Eurodad network expands and develops.

The successful candidate will have extensive experience as an excellent and supportive team leader and manager, focused on building the capacity of colleagues to deliver on organisational objectives, as well as delivering advocacy wins and developing policy positions. S/he will be an excellent communicator, with highly developed and convincing presentational skills, allied to a first class ability to write for a variety of audiences and with a very high standard of spoken and written English. S/he will have a proven ability to fundraise and develop organisations, and to build civil society networks.

**Reporting to:** Eurodad board

**Contract & location:** Brussels-based, permanent contract.

Competitive salary, depending on skills and experience.

Hospitalisation insurance, travel insurance and contribution to pension plan.

## JOB DESCRIPTION

### A. POLICY, ADVOCACY, COMMUNICATIONS, AND NETWORK DEVELOPMENT

1. **Strategic advocacy advice and coordination:** Support colleagues to ensure that Eurodad's policy, advocacy, and communications work is based on sound strategic plans, with SMART objectives, clear theories of change and effective monitoring and evaluation. Support Eurodad's policy teams to lead the implementation of their strategies, and ensure coordination across issue areas, including interactions with targets. Help build the capacity of the Eurodad secretariat team and members, including through organising training, reflection and evaluation, and during joint activities.
2. **Advocacy, communications and policy analysis:** Oversee the work of colleagues to ensure that our engagement with advocacy targets and journalists is strategic, effective and based on sound policy analysis. Speak, present, brief journalists and represent Eurodad towards advocacy targets on cross-cutting issues, including at the highest levels. Follow closely a wide variety of development finance issues, and write your own articles.
3. **Network building:** support the implementation of Eurodad's network strengthening strategy, which covers both strengthening and expanding the Eurodad network itself, and strengthening work with other allies and coalitions, particularly partners from the Global South. This will involve building strong relations with colleagues from around the world, facilitating strategic discussions, brokering compromises and guiding the development and implementation of strategic European and global coalitions.
4. **Development of new issues:** Support colleagues to develop effective positions, workplans and strategies on new issue areas and cross-cutting issues.

### B. PEOPLE MANAGEMENT AND ORGANISATIONAL DEVELOPMENT

1. **Team management and leadership:** Lead a motivated and effective team that delivers our policy change objectives and ensures the organisation is well run. This includes line managing several staff, providing appropriate feedback, and supporting them to deliver on their strategies and workplans.
2. **Workplanning:** Ensure that Eurodad's workplanning systems deliver targeted, effective workplans for each area we work on, backed by advocacy strategies with clear objectives and strong theories of change and an effective evaluation, learning and monitoring system.
3. **Quality assurance and capacity development:** Ensure that all Eurodad policy, advocacy and communications outputs are of high quality, including signing off on new positions and recommendations, and commenting on press releases,

reports, briefings etc. Ensure that the team implements a plan for continued development of relevant skills.

4. **Strategy development:** Ensure the implementation and review of Eurodad's 2015-2019 strategy, and lead the development of a new strategy. Oversee the development and implementation of organisational development initiatives to improve Eurodad's work.
5. **Governance:** Ensure that Eurodad continues to be a well-run organisation and network, and that the structures are in place to ensure appropriate input from, and feedback to, staff, board, general assembly and members. Ensure conformity with organisational statutes and relevant laws.

### C. FUNDRAISING, PROGRAMME AND FINANCIAL MANAGEMENT

1. **Fundraising:** Ensure that Eurodad has the resources needed, including to meet its plans to expand into new issue areas. Develop Eurodad's fundraising strategy which aims to expand and diversify Eurodad's funding base, and guide its proper implementation. Maintain strong relations with existing funders, and bring on board new funders, as required. Work with colleagues to develop concept notes and draft proposals.
2. **Programme implementation:** Support and advise policy teams on delivering the required outcomes and activities of strategies and work plans. This may include leading the coordination of major grants that cut across several issue areas. It also involves ensuring systems are in place for donor relationship development, monitoring and reporting.
3. **Financial management:** Oversee the work of colleagues and ensure good financial management of Eurodad resources.
4. **Recruitment:** Hire high quality staff, support staff development and conduct appraisals.
5. **Contribute**, as part of Eurodad's team, to building team spirit by supporting colleagues and assisting with the day to day running of the office.

## ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

### 1. ESSENTIAL SKILLS

- A people-focused manager, able to support, guide and coach colleagues, helping personal development, while ensuring a focus on delivery of objectives.
- An organisational developer, able to guide and support all aspects of a leading development finance network and a high-performing organisation, including governance, finance, fundraising, and human resources.
- A policy brain and political change expert, able to identify and define specific but transformative policy changes, and work out how to deliver them.
- An excellent communicator, with highly developed and convincing presentational skills, allied to a first class ability to write for a variety of audiences and with a very high standard of spoken and written English.
- A sophisticated network builder with diplomatic skills to facilitate meetings and processes to build strong strategic alliances, and secure agreement by diverse participants.
- Organised and efficient. Ability to prioritise and work under pressure.

### 2. ESSENTIAL EXPERIENCE AND KNOWLEDGE

- At least ten years' experience in creating policy change working with civil society organisations, including developing and implementing advocacy or campaigns strategies, working to influence the media, other CSOs, officials, politicians and other targets.
- Proven ability to fundraise to a high standard, and from a diverse pool of funders.
- Proven success in line management of staff, and team leadership.
- Proven experience of writing high quality articles, reports, briefings, Op-Eds, etc. that have reached a wide variety of audiences.
- Good understanding of key policy debates and issues in development finance, and key international institutions, such as the European Union, the World Bank, the IMF, the UN, and the OECD.
- Experience of developing and implementing initiatives to build capacity of staff, and support organisational development.
- Educated to at least degree level in political science, economics, development studies or related subject.
- Computer literate and familiar with Word, Excel, PowerPoint and Outlook.

Rue d'edimbourg, 18-26  
1050  
Brussels  
Belgium

Tel: +32 (0) 2 894 4640  
assistant@eurodad.org  
www.eurodad.org



european network on  
debt and development

### 3. DESIRABLE EXPERIENCE

- Working in a developing country and/or working with organisations from the Global South.
- Fluent French, Spanish.

### 4. COMMITMENT TO EURODAD'S OBJECTIVES AND WILLINGNESS TO TRAVEL