

*is recruiting a*  
**Fundraising Officer**

Ecsite is the European network of science centres and museums with over 350 institutional members. The common thread uniting these institutions is a commitment to public engagement, communicating science through accessible, interactive exhibits and programmes. Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and best practice on current issues. To this end, Ecsite organises a five-day Annual Conference that welcomes 1000 professionals in science communication that includes an exhibitors' area, offers different services to its members and is involved in numerous collaborative projects, many of which are co-financed by the European Commission.

### **Main Responsibilities**

The Fundraising Officer is responsible for the fundraising of Ecsite and for the establishment of new partnerships. In this function s/he will have to execute the existing fundraising strategy and develop new initiatives in order to achieve the defined goals. Drafts propositions, grant applications and assets of existing partnerships will be a part of the work. The Fundraising Officer shall introduce Ecsite to as many field-related corporations, foundations and other interested partners in order to raise mostly non-earmarked funds. The Fundraising Officer is responsible for the relationship between existing corporate partners of Ecsite and to explore all possibilities within existing partnerships in the network of our members.

### **Place in the organization**

The Fundraising Officer will operate autonomously to a large extent and be self-motivated. The Fundraising Officer reports to the Events and Fundraising Manager. Important meetings with existing and prospect partners will be held with the Executive Director or the Events and Fundraising Manager. The Ecsite team consists of ten people including the Fundraising Officer.

### **Background**

Following an 18-month process, Ecsite adopted a Strategic Plan to bring Ecsite at a new level of professionalism, reputation, achievements and long-term strength: to provide improved services to Ecsite members.

Ecsite offers **Core activities** such as the Annual Conference including a large exhibition for museum suppliers, the Directors' Forum, Communication (Spokes, eNews, website), and other services (Ecsite Stats, Extra, Thematic groups, European projects) to members. These are supported by administration and development activities.

The main income related to the core activities of Ecsite are the membership fees and Annual Conference registrations. Also Ecsite's Corporate Partners and over 50 exhibitors increase the revenue of the Annual Conference. For a member satisfaction Ecsite aims to reinforce its core activities and member services and therefore needs to increase the financial resources.

Thus a fundraising strategy was developed. It aims at providing more and better balanced sources of income to sustain its core activities; maintain, improve and develop services to members and perform the Strategic Plan actions. All actions shall be in line with the Ecsite fundraising strategy 2014/2015 including the financial goals.

## Tasks

- Establish relationships with corporations and foundations interested in the field of science communication in order to raise funds for Ecsite
- Arrange meetings with relevant people
- Make as many first-contacts as possible through mailings, e-mailings, phone campaigns and networking events
- Introduce Ecsite to CSR brokers and establish partnerships
- Explore new models of fundraising such as campaigns together with the members, crowd funding options
- Get in touch with the existing corporate partners to enlarge commitment
- Write and layout project descriptions and Grant applications
- Evolve the existing partnership model of Ecsite
- Gather information to outline theme-based funding possibilities
- Team-up with Ecsite member institutions to raise their partnerships from national to European level
- Create a simple database and take note of the executed actions
- Keep track of all expenses, monitor the budget

## Requirements

- Native level of spoken and written English
- University diploma in the field of business administration, marketing or sales
- 2 – 4 years of experience in fundraising in the non-profit sector
- Sound knowledge of fundraising methods for institutional and private donors
- Excellent written and verbal communication skills
- Outgoing character, ability to motivate and persuade people, yet sensitive to people's needs
- Good level of social maturity, personal initiative and creativity
- Ability to build and maintain a broad networks of partners
- Flexible and adaptable working style
- Customer-focused, service oriented

- Willing to travel for business meetings once or twice a month within Europe

### Terms and Conditions

- Attractive conditions are offered and will be adapted depending on experience
- Applicants must be able to legally live and work in Brussels
- A one-year contract will be offered, with the possibility of being followed if enough funds were raised to cover it another year. The contract will be subject to Belgian social security and taxes.
- Ecsite offers of the opportunity to gain broad experience within an innovative, multinational association with broad and challenging responsibilities and the chance to work as part of a highly motivated and professional team.
- Ecsite is committed to providing an equal opportunities work environment

### Start date and selection process

- The start date is 1 April 2014 or upon agreement
- We will be evaluating applications on a rolling basis until we find a good candidate
- Only short-listed candidates will be contacted
- Interviews will take place in Brussels on 14 March 2014

### Applications

Please send your application by email (motivation letter addressing the specific requirements of the job description and curriculum vitae) in English by **28 February 2014** to:

Catherine Franche  
Executive Director  
Ecsite  
[corporate@ecsite.eu](mailto:corporate@ecsite.eu)

with the subject line “Fundraising Officer – NAME of APPLICANT”