



Senior Fundraising Officer Located Brussels

Job announcement/ Consultancy collaboration

Full-time/Part-time:	Fulltime, 36 hours per week/ part-time negotiable
Options for consultancy-based collaboration:	for experienced professionals offering specialised support.
Duration:	8 Months with the possibility of extension subject to available funding.
Location:	Brussels Office, options for remote working (only candidates eligible to work in the EU will be considered)
Salary:	Competitive, dependent on experience
Start date:	May 2025

Your role

The **Senior Fundraising Officer** is responsible for developing and implementing fundraising strategies to secure financial resources that support Wetlands International Europe's (WIE) mission and programmes. They play a key role in identifying funding opportunities, cultivating relationships with donors and partners, and preparing high-quality funding proposals and reports that would result in a successful mobilisation of resources.

Working closely with the Director, Head of Operations, Finance and Programme Managers, the Senior Fundraising Officer ensures that fundraising efforts are aligned with WIE strategic priorities. They are also expected to monitor funding trends, maintain donor stewardship, and contribute to building the long-term sustainability of the organisation's funding base.

Your Profile

We are looking for a proactive and strategic professional with a strong track record in resource mobilisation within the non-profit sector. They possess a deep understanding of donor landscapes, including institutional, philanthropic, and corporate funders, and are skilled in building and maintaining long-term funding partnerships. He/she comes with an extensive professional insight and a relevant network.

With excellent proposal writing and design skills, they develop compelling funding proposals that align with WI-EA strategic objectives. They are also experienced in managing donor relations, ensuring compliance, and reporting on impact and results.

The Senior Fundraising Officer brings a collaborative mindset, strong interpersonal skills, and the ability to work across cultures and disciplines to support the financial sustainability of the organisation.

Key Responsibilities

Fundraising strategy & planning:

- Develops and implements fundraising strategies aligned with WI-EA goals and funding needs;
- Identifies and prioritises funding opportunities from foundations and philanthropic sources as well as from institutional donors (European Commission and agencies),
- Creates a strategy to approach corporate partners;
- Monitors trends and donor priorities to anticipate funding opportunities and risks.

Donor engagement & stewardship:

- Builds and maintains strong relationships with new and existing donors, ensuring regular communication and updates;
- Organises donor meetings, briefings, and field visits when relevant;
- Prepares tailored donor reports and success stories, ensuring compliance with reporting standards and deadlines.

Proposal coordination & capacity building:

- Provides high-level advice and guidance on the preparation of high-quality concept notes, grant proposals, and budgets in collaboration with programme and finance/operations teams;
- Ensures all proposals are aligned with donor requirements and organisational objectives;
- Supports contract negotiation and ensures proper handover to project implementation teams;
- Contributes to building internal fundraising capacity through knowledge sharing and training.

Monitoring, evaluation & reporting:

- Tracks fundraising performance and pipeline development against targets;
- Maintains accurate and up-to-date records of donor contacts, proposals, and grant agreements in the internal database;
- Analyses successes and challenges to continuously improve fundraising approaches.

Representation & networking:

- Represents the organisation at relevant donor meetings, conferences, and networking events;
- Builds strategic partnerships with peer organisations, consortia, and platforms to explore joint funding opportunities.

Required qualifications, skills and competencies

- Minimum 5–7 years of professional experience in fundraising, resource mobilisation, or business development, preferably within an environmental NGO or international organisation.
- Proven success in securing funding from institutional donors (e.g., EU, UN, bilateral agencies), trusts, foundations, and/or private sector partners.
- Existing donor and partner networks relevant to Wetlands International Europe.
- Strong proposal writing, budgeting, and reporting skills, with attention to donor guidelines and compliance.
- Experience in donor relationship management and stewardship, including cultivation and retention strategies.
- Familiarity with fundraising tools, CRM systems, and donor databases.
- Strategic thinker with the ability to identify funding opportunities and align them with organisational priorities.
- Excellent communication and interpersonal skills, able to engage with donors, partners, and internal teams effectively.
- Ability to work independently and collaboratively in a fast-paced, multicultural environment.
- Commitment to the values and mission of Wetlands International Europe.
- Fluency in English required; knowledge of additional languages is an asset

How to apply

Applications should include a cover letter summarising the applicant's suitability for the position and a detailed CV. Applications should be sent by email to HR@wetlands.org marking your application with "Senior Fundraising Officer" in the subject line.

Interviews: Applications will be evaluated on a rolling basis and early submissions are encouraged.

Deadline for submission of applications: 16 May 2025.