



## **Fundraising & Business Development Assistant Located Brussels**

### **Job announcement**

Full-time/Part-time:	Fulltime, 36 hours per week
Duration:	6 months, (CIP) "professional immersion"
Location:	Brussels Office Belgium, 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 **Fundraising & Business Development Assistant** supports the development and implementation of Wetlands International Europe's fundraising activities. This role assists in identifying tenders and grant opportunities, donor research, proposal preparation, donor communications, and administrative tasks to help secure funding and maintain strong relationships with donors and partners.

Working closely with the fundraising and programme teams, the Fundraising Assistant contributes to the smooth functioning of fundraising operations and helps ensure the organisation's financial sustainability.

#### **Your Profile**

We are looking for a motivated and energised young professional with a strong interest in the European funding and tenders landscape, fundraising and the non-profit sector.

The ideal candidate is a highly organised and motivated individual. They are detail-oriented, proactive, and eager to learn, with the ability to manage multiple tasks and deadlines. The Fundraising Assistant is a strong team player who communicates clearly and is comfortable working in a dynamic, multicultural environment.

They bring excellent writing and administrative skills, a basic understanding of fundraising processes, and a genuine commitment to the mission and values of the organisation.

#### **Key Responsibilities**

##### **EU Funding monitoring & research:**

- Track EU funding programs (Horizon Europe, LIFE Programme, ERDF, etc.) relevant to the Wetlands International Europe mission;
- Monitor calls for proposals, deadlines, and eligibility criteria from the European Commission, EASME, CINEA, and other EU bodies;
- Maintain a database of EU funding opportunities and share updates with the team.

##### **Grants and donors research & prospecting:**

- Conducts research on potential donors, including foundations, corporations, and institutional funders;
- Supports the preparation of donor profiles and maintains an up-to-date database of prospects.

##### **Proposal development support:**

- Assists in the preparation of concept notes, proposals, and supporting documentation;
- Helps coordinate inputs from programme, finance, and operations teams.

##### **Donor stewardship:**

- Supports donor communication efforts, including thank-you letters, updates, and newsletters.

- Assists in the preparation of donor reports, ensuring deadlines and requirements are met.

#### **Administrative & logistical support:**

- Manages calendars, schedules, and meeting logistics related to fundraising activities;
- Prepares background documents and meeting notes for donor calls and events;
- Assists with filing, data entry, and document organization.

#### **Campaign support & internal coordination:**

- Supports the creation of clear and engaging materials about WI-EA, highlighting its value proposition and impact;
- Coordinate with the communications team to promote fundraising efforts via social media, email, and newsletters;
- Works closely with fundraising and programme teams to ensure alignment and information flow;
- Participates in team meetings and supports internal reporting on fundraising progress.

#### **Required qualifications, skills and competencies**

- Bachelor's/Master's in European Studies, Environmental Policy, International Relations, or related field.
- Minimum 1 year of professional experience in fundraising, resource mobilisation, or business development, preferably within an environmental NGO or international organisation ((internships accepted).
- Familiarity with EU institutions, funding mechanisms, and environmental policies (e.g., Green Deal, Biodiversity Strategy).
- Able to work accurately and systematically (planning & organising), and know how to prioritise urgent and important tasks in consultation with relevant colleagues.
- Proficiency in Microsoft Office, EU Funding Portals (Funding & Tenders Portal, LIFE Database).
- 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](mailto:HR@wetlands.org) marking your application with " Fundraising & Business Development Assistant" 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.