

Terms of Reference: Fundraising & Business Development Assistant

Reporting to:	Head of Operations/Director Europe Office
Full-time/Part-time:	36 hours
Location:	Belgium (to be based in Brussels)
Grade:	Internship (CIP)

The overall purpose of the job

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.

Responsibilities and tasks

1. 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.

2. 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.

3. Proposal development support:

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

4. 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.

5. 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 organisation.

6. 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.

Working relations

INSIDE Wetlands International Europe: Director Europe, Head of Operations, Finance team, Programme Managers. Key staff across the office network including and where appropriate. Communicates with the Global Philanthropy & Partnerships team.

Wetlands International Europe's members and Wetlands International Global's members.

OUTSIDE Wetlands International Europe: Key donors and membership partners, external contractors, EU representatives & related agencies. Partner organisations, donors, corporates and consultants.

Profile

The Fundraising Assistant is a motivated and proactive early-career professional with a strong interest in the European funding and tenders landscape, fundraising, and the non-profit sector.

They are highly organised, detail-oriented, and able to manage multiple tasks and deadlines effectively. They demonstrate a proactive attitude, a willingness to learn, and the ability to work both independently and as part of a team in a dynamic, multicultural environment.

The role requires strong writing and administrative skills, a solid understanding of fundraising processes, and clear and effective communication. The Fundraising Assistant is committed to the mission and values of the organisation and contributes positively to a collaborative and purpose-driven team.

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.

This job description covers the main tasks and conveys the spirit of what is anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.