

## **The EBCD is seeking a Deputy Director**

Founded in 1989, EBCD (European Bureau for Conservation and Development) is an international environmental non-governmental organization (NGO) based in Brussels, with the main objective to promote the conservation and sustainable use of natural renewable resources, both in Europe and worldwide. It supports science based solutions, full stakeholder participation in decision making, due consideration for the socio-economic aspects and respect for cultural diversity. For more information please visit [ebcd.org](http://ebcd.org).

### **Purpose of the Job**

Reporting to and in close collaboration with the Director of the EBCD, the Deputy Director will spearhead EBCD's development and lead a team of experts and their activities. Given the Director's increasing commitments and frequent absence from the office, the Deputy Director will be in charge of the daily management of the office, will structure and lead the team towards delivering high-quality outcomes, and assist the director in fundraising and further expansion of the organisation. Demonstrating his/her capacity, the Deputy Director will progressively take up the post of Director.

### **Responsibilities**

- Lead EBCD's team in implementing activities and assist the Director in staff management.
- Assist the Director in shaping the strategic direction of the organization.
- Develop and implement EBCD's fundraising plan in collaboration with the Director.
- Assist the Director in expanding EBCD's group of funders, in the EU and internationally.
- Develop and maintain the ongoing relationships with sponsors and EU institutions
- In collaboration with the accountant, track implementation of projects/contracts and reports to funders.
- Oversee special events throughout the year together with the EBCD's team.
- Assist the Director in ensuring quality in EBCD's products and outcome.

### **Qualifications/experience**

- a. Strong background in Environmental/Fisheries Policy, Finance, Business or any related discipline.
- b. At least 7 years of experience in working with the EU institutions and more particularly in relation to environmental and fisheries policies.
- c. Good understanding of the international environmental organisations and more particularly in relation to the sustainable use of natural resources.
- d. A minimum of 5 years of experience in managing personnel and their activities.
- e. Excellent verbal and written communication as well as strong networking skills.
- f. Fluency in English and French or Spanish or German with a third language considered as an asset.
- g. Experience in fundraising.
- h. Comfort in a fast paced, rapidly shifting and evolving workplace is required.
- i. Strong skills in web-based communication tools (newsletter, social media, reports, etc.)
- j. The personal attributes of reliability, loyalty and self-initiative.

### **How to apply**

Please send your CV and a cover letter clearly demonstrating how you meet the job requirements to: [recruitment@ebcd.org](mailto:recruitment@ebcd.org)

Deadline for applications: June 26 2016.

Only candidates selected for an interview will be contacted