



## FEBEA Network Manager

### Job description

#### FEBEA

Founded in Brussels in 2001, FEBEA is the European Federation of Ethical and Alternative Banks and Financiers.

It brings together 28 banks and financial institutions from 14 European countries with the aim of developing ethical and social finance in Europe.

To this end, the Federation has therefore set concrete objectives:

- support the exchange of information and experiences and cooperation between national networks and social economy and finance practitioners in Europe and in the European free trade area;
- represent its members at the EU institutions and the financial and political organizations and leverage different political levels and European institutions;
- concretely support the efforts of its members, including in the creation of banking and financial instruments that are necessary to accomplish their goals.

More information available at <http://febea.org/>

FEBEA is now undergoing a restructuring process which includes the appointing of a Secretary General (part time) and Network manager (full time).

#### Rationale of the position of Network Manager

The Network Manager of FEBEA is the person responsible, under the supervision of the Secretary General, for the implementation of FEBEA's operational plan into concrete actions and tangible results.

FEBEA's mission is translated into a strategy by its BoD and approved by its members at the AGM. The role of the Network Manager is to contribute to define the operational plan that transforms these objectives into activities and ensure their effective implementation.

The responsibility of the Network Manager is ensuring that the activities carried out by the Federation are aligned with FEBEA's values and charter, that operational resources - human, financial and otherwise- are managed wisely and responsibly and that the actions undertaken produce concrete results.

The ultimate goal of the Network Manager is ensuring that the activities of FEBEA contribute to improve the work of FEBEA members and create opportunities for their development.



### ***Main responsibilities - Governance***

- Contributes to the development of the Annual Operational Plan (AOP)
- Contributes to the definition of objectives, priorities and development opportunities within the AOP
- Prepares budget monitoring & AOP implementation documents for the Secretary General
- Organises Board meetings to update BoD on the execution of the strategy, operational plan and budget
- Prepares documentation for BoD meetings together with the Secretary General

### ***Main responsibilities – Overall management***

- Under the guidance of the Secretary General, ensures the execution of the AOP
- Prepares quarterly documents for budget monitoring by the treasurer and Secretary General
- Manages Communication activities towards members, external parties and the general public. Including publications, social media and organisation of events

### ***Main responsibilities – Network management***

- Manages daily relations with existing members and responds to requests from potential new members
- Responds to membership requests, answers queries related to membership, collects related documents and organises BoD visits to candidates
- Promotes exchange and facilitates collaboration among FEBEA members, promotes best practices and opportunities

### ***Main responsibilities – Communication***

- Defines the communication strategy for approval of the Secretary General
- Manages the implementation of all communication activities, including the design and production of communication tools for both intra-network and external purposes, namely the website, blog, social media, newsletter and other communication materials



- Manages the production of publications including the annual report, REAB, policy documents and other promotional tools. Manages the relations with external suppliers for this purpose
- Oversees the coordination, together with appointed members, of the Annual Conference and General Assembly
- Organises visibility events and together with members and partner organisations, organises trainings, webinars and other events to promote ethical finance in Europe

### ***Main responsibilities – Representation***

- Represents FEBEA at external events and meetings
- Organizes visibility events in collaboration with members

### **Qualifications, skills and requirements**

#### ***Qualifications***

*Education:* University degree in economics, management or international development and cooperation.

*Professional Experience:* At least 3 years of work experience in the area of social finance / social economy / sustainable development is required for this assignment.

*Other Requirements:*

- The candidate must be able to foster cooperation among a diversity of relevant stakeholders.
- Excellent computer skills are required in the complete Microsoft Office Suite (Word, Excel, PowerPoint).

#### ***Skills***

- Ability to animate a network of practitioners and foster collaboration and joint initiatives
- Understanding of ethical finance and social economy values
- Excellent organisational skills and analytical and problem-solving abilities
- Diplomacy and capacity of negotiation
- Excellent communication, interpersonal and presentation skills in English and French, any other EU language is a plus
- Experience in organising, promoting and coordinating public and internal events

- A career in a sector that works for the common good and makes a difference in the lives of people throughout Europe
- A concrete opportunity to contribute to the development of Ethical Finance and to attain the Sustainable Development Goals in Europe
- An opportunity to work closely with the pioneers in ethical and alternative finance in Europe
- An opportunity to develop and grow a network of social and ethical financiers in Europe
- A working environment centred on four main values: Excellence – Ethics – Entrepreneurial spirit – Cooperation
- An international team of highly-qualified colleagues and partners
- Flexibility to work from home / distance when required to ensure a proper work-life balance
- A permanent Belgian Contract, competitive salary and standard benefits in Belgium.

**Location:** Brussels with occasional travel within Europe (10% time)

**To apply, send a CV in English to [febea@febea.org](mailto:febea@febea.org) by June 25th 2019 at 12h00.**

Only shortlisted candidates will be contacted