



FEBEA Secretary General

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 Secretary General

The Secretary General of FEBEA is the person responsible for the translation of FEBEA's mission into 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 Secretary General is to transform this mission into operational objectives and actions and ensure their effective implementation.

The responsibility of the Secretary General is ensuring that the activities carried out by the Federation respond to FEBEA's values and charter, that the resources - human, financial and otherwise- are managed wisely and responsibly and that the actions undertaken produce concrete results.

The ultimate goal of the Secretary General is ensuring that the activities of FEBEA serve to promote and develop ethical finance in Europe and that those activities contribute to improve the work of FEBEA members and create opportunities for their development.

Main responsibilities - Governance

- Defines multi-annual Strategy for the approval of the BoD and ratification at the AGM
- Establishes yearly operational plan detailing development opportunities, priorities and objectives for the approval of the BoD
- Establishes annual budget according to the operational plan for the approval of the BoD
- Plan regular meetings to update BoD on the execution of the strategy, operational plan and budget
- Defines and proposes changes to internal policies, regulations and procedures, and organizational charts required for the fulfilment of FEBEA's mission and operational objectives, for the approval of the BoD
- Proposes the establishment of committees, working groups and other ad hoc groups required for the fulfilment of FEBEA's mission and operational objectives, for the approval of the BoD

Main responsibilities – Overall management

- Ensures the execution of the approved strategy and operational plan
- Ensures budget execution, monitors budget developments together with the treasurer, and approves operational expenses
- Develops a business development strategy with the objective of increasing FEBEA's financial resources through fundraising activities, consulting services and participation in member led projects
- Manages FEBEA personnel, including the recruitment of staff, consultants and experts; and the negotiation of related contacts
- Establishes remuneration and benefit standards, manages personnel development plans, sets personnel objectives and conducts performance evaluations
- Selects and appoints external service providers required for the fulfilment of FEBEA's mission and operational objectives in areas such as consulting, audit, accounting, HR, support tasks and project management, etc.; manages related contacts

Main responsibilities – Network management

- Manages the relations with existing members and promotes the network towards potential new members
- Validates membership requests, ensures timely presentation to the BoD and due diligence and ratification processes
- Promotes exchange and facilitates collaboration among FEBEA members, promotes best practices and opportunities
- Implement a yearly plan to receive direct information about the situation of members, preferably by means of regular visits to head offices, giving feed back to the Board. Special attention should be placed on the least active members of the Federation

Main responsibilities – Representation

- Represents FEBEA before the European Institutions, in coordination with the President and appointed BoD members
- Represents FEBEA at the governance bodies and before partner networks and organisations, in coordination with the President and appointed BoD members
- Represents FEBEA at Conferences, external events and International Fora
- Organizes visibility events in collaboration with members

Main responsibilities – Coordination

- Oversees the organization, together with appointed members, of the Annual Conference and General Assembly
- Oversees the production of policy notes addressed to members and external parties
- Oversees the production of communication materials including the annual report, REAB, policy documents and other promotional tools

Qualifications, skills and requirements

Qualifications

- Education:* University degree and Masters in economics, management or international development and cooperation.
- Professional Experience:* At least 10 years of work experience in the area of social finance / social economy / sustainable development is required for this assignment.
- The candidate should also have international experience in project management, with a focus on sustainable development.

Skills

- Thorough knowledge of EU policies and their links towards ethical finance and social economy
- Strong understanding of ethical finance and social economy values
- Excellent organisational and leadership skills
- Outstanding analytical and problem-solving abilities
- Excellent communication, interpersonal and presentation skills, and experience as a public speaker able to address different types of audiences
- Proficiency in English and French, other EU languages are considered a plus

Other Requirements

- The candidate must be able to foster cooperation among a diversity of relevant stakeholders

What we offer

- 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 lead a Federation of pioneers in ethical and alternative finance in Europe
- An opportunity to develop and grow a network of high level contacts with decision makers within the social and ethical finance field in Europe
- An opportunity to shape the future of social finance in Europe and influence positively European policies and instruments in this field
- 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 regular travel within Europe (25% time)

To apply, send a CV in English to febea@febea.org by June 25th 2019 at 12h00.

Only shortlisted candidates will be contacted