

Program Development Coordinator

position description

Full time – Based in Brussels

35-50 K EUR per year

REPORTS TO: Executive Director

ABOUT THE ORGANIZATION:

The European Cooperative for Rural Development (EUCORD) is a Brussels-based non-profit organization incorporated under Dutch Cooperative Law since 2003. EUCORD's mission is to increase farmers' capacity to sustainably grow quality crops matched to commercial needs of the industry and in doing so, increase food security, develop the private sector and improve the livelihoods of rural communities. EUCORD is affiliated with ICCO Cooperation and Winrock International and has a network of local NGO partners across Africa. Benefiting from the agricultural expertise of its senior staff and from its network of partners, EUCORD has built a strong and reliable project implementation capacity. EUCORD currently employs more than 30 full-time staff and has project implementation experience in 15 countries.

POSITION SUMMARY:

The responsibilities of the Program Development Coordinator are twofold: 1) lead new business development efforts; and 2) assist with the management of on-going projects. The successful applicant will support portfolio development for programs in agriculture, livelihoods/economic strengthening, institutional/organizational capacity building, as well as other thematic areas such as climate change, particularly in coordination with our affiliate partners. The Program Development Coordinator will manage the program development process to support technical staff to secure approximately \$5 million in funding per year from foundations, private companies, EU Government agencies, and other bilateral or multilateral donors.

The Program Development Coordinator reports directly to the Executive Director or her designate. This person should be a highly motivated and capable individual with excellent written and verbal communication skills; have a proven track record in proposal development resulting in program funding and expansion; and demonstrate the ability to collaborate with a multi-disciplinary team of headquarters and field office staff to design and manage successful projects and foster donor relationships.

MAJOR RESPONSIBILITIES:

- Prepare weekly updates of the new business tracker, forecasts and fact sheets on the most promising project funding opportunities.
- Research new project funding opportunities in line with EUCORD's mission and vision, meet with donors, conduct market analysis, and support opportunity tracking, capture, and winning proposal development with emphasis on portfolio diversification and securing/expanding the team's geographic and technical presence.
- Build and maintain relationships with current and future donors.
- Work closely with the Executive Director and affiliate partners to identify and assess funding and synergy opportunities for program development.
- Support the development and implementation of a strategy to receive the accreditation of EUCORD with the Belgian Ministry of Foreign Affairs in 2021.
- Work with staff, field offices, and partners to conceptualize and design sound technical approaches for new program/funding opportunities.
- Lead the proposal development process on selected opportunities, forming and managing proposal teams, writing key sections of proposals, developing budgets and ensuring compliance with EUCORD and donor requirements.
- Develop institutional relations with potential programmatic partners and coordinate teaming agreements, memoranda of understanding, and other institutional agreements with partners.
- Represent EUCORD before governments, NGOs, and other stakeholders at conferences and seminars and in networking, information sharing, and advocacy groups.

OTHER RESPONSIBILITIES:

- Assist the Deputy Executive Director with the overall implementation and supervision (or co-supervision) of specific projects, including CREATE (Minbuza/Heineken) cereal substitution projects in Ethiopia, Rwanda and Sierra Leone and the AGRA/ICRISAT funded projects in Mali; this includes field visits, supervision/monitoring of local team leaders, monitoring of financial expenditures and collection, editing, finalization and submission of financial and program reports.
- Support with staff recruitment, including development of position descriptions; recruitment and short-listing of proposed key staff; conduct interviews; and lead negotiations and hiring of proposed key staff.
- Perform other relevant tasks as assigned.

QUALIFICATIONS AND BACKGROUND:

Education: Master's Degree in fields related to international development, tropical agriculture or agricultural/development economics preferred.

Languages: Fluency in English and French required; fluency in at least one additional language strongly desired.

Experience:

- Minimum of 5 years of international development/non-profit experience required, with experience in Africa and/or Asia preferred.
- Demonstrated commitment to and experience with relevant technical issues and program areas is essential.
- Extensive experience in leading successful business development efforts with diverse donors, including EU, bilateral donors, private sector, foundations, and other independent donors.
- Experience managing new business pipeline tracking, forecasting, and market analysis.
- Hands-on experience in successful development and writing of proposals/ applications to EU and bilateral/multilateral agencies
- Knowledge of development programming as well as the application of best practices and program quality standards required
- Experience within the Belgian NGO sector and Belgian NGO Federations (ACODEV/NGO Federatie) is highly desirable.

Skills:

- Demonstrated skills in project planning, budgeting and financial analysis and management
- Excellent communication, writing, editing, and proof-reading skills
- Ability to manage multiple demands, manage shifting priorities, and meet tight deadlines
- Demonstrated ability to collaborate across teams and institutions
- Administrative skills and good knowledge of computer applications (MS Word, Excel, PowerPoint)
- Knowledge of quantitative and qualitative monitoring and evaluation methods
- Must be a team player with good interpersonal and intercultural skills.

OTHER INFORMATION:

The applicants should have the right to work in Belgium (European nationality or valid residence/working permit).

This is a full-time position (38 hours per week) for a period of 12 months which may be extended. The annual gross salary will be between € 35,000 - 50,000 depending on experience.

The deadline for submission is September 30th, 2017. All applicants should fill in the **questionnaire**, submit their **CV, 3 references and cover letter** to vacancy@eucord.org with subject title Programme Development Coordinator + candidate's initials. Only shortlisted candidates will be contacted.