

Our Foundation is looking for a:

## Grants Coordinator

A skilled coordinator with a hands-on attitude and previous experience with grantmaking.

Location: Amsterdam  
Closing date: 24 May 2024  
Contract: 1 year, 1 FTE (37,5 hours/week), with the possibility for extension  
Starting date: 15 July 2024

*ECF is committed to being a diverse and inclusive workplace. We encourage especially people to apply who experience discrimination or exclusion, because of race, age, gender, ability, education, identity and orientation or cultural backgrounds. We also prioritise climate awareness across all our actions.*

### About the European Cultural Foundation

Our founders created the European Cultural Foundation (ECF) in 1954 as they envisioned a united Europe where citizens feel proudly European, a place where they can live, express themselves, work and dream freely, in diversity and harmony. Ever since the ECF promotes a European sentiment through developing and supporting cultural initiatives that let us share, experience and imagine Europe. We believe our mission is as urgent now as it was back then.

### About the role

ECF has been an established grantmaker for European cultural initiatives for many decades. Our programmes have supported thousands of artists, cultural and media professionals, civil society activists, local cultural organisations and communities and public institutions in collaborating across more than 50 countries. Set up initially as European initiative to co-finance cultural responses to the Corona pandemic in 2020, the Culture of Solidarity Fund is a current flagship initiative among our grant schemes. It operates as a European partnership and grantmaking instrument for reacting in a flexible manner in times of increasing uncertainty. Additional grantmaking takes place in other existing programmes, often in collaboration with or on behalf of partner foundations.

You will be part of the team that manages the Culture of Solidarity Fund but also co-coordinates grantmaking processes of all other ECF Programmes. You will work closely with and be supervised by the Programme Manager of the Culture of Solidarity Fund and will formally report to the Head of Programmes. You will also collaborate with other managers and administrators of ECF Programmes, ECF's Finance and Communications departments and with additional ECF teams who support our mission and programmatic goals.

### What will you be doing?

For coordinating, administrating and co-developing existing and future grant schemes and processes within ECF Programmes, we are looking for a skilled coordinator with a hands-on attitude and previous experience with grantmaking.

***The Grants Coordinator will be involved in the following areas of work:***

- Co-design application processes and calls for proposals and ensure that the launch is implemented according to planning and in coordination with other departments and partners;
- Coordinate and contribute to the selection and decision-making processes of the grant schemes;
- In collaboration with the contract administrator, perform administrative tasks related to the issue of the grants, maintain an efficient grant management platform;
- Contribute to the partner- and fundraising efforts related to the Culture of Solidarity grant scheme and ensure compliance with the relevant administrative and reporting requirements;
- Contribute to the evaluation of the grant scheme;
- Act as the main contact person for applicants and grantees and oversee all related email communication;
- Monitor the progress of ongoing funded projects, review final reports and ensure their compliance with contractual obligations;
- Support the communication department by filtering and supplying stories, visual materials on the awarded projects.

**Who are you?**

- You believe in ECF's mission and vision and are eager to contribute to a just and peaceful Europe through culture;
- You are a methodical, yet pragmatic, efficient and solution-oriented professional with several years of experience in coordinating and administrating grant schemes;
- You have worked for a non-profit or public institution that offers financial support to grantees operating in complex working circumstances, ideally on international level;
- Your skills and expertise in successful grants management will assist ECF to further improve its support in the field through offering effective funding programmes and enabling meaningful cultural initiatives for Europe;
- Your perceptive communication skills will serve our grantees from different cultural and social backgrounds and will re-enforce our co-financing relationships with other European foundations and donors;
- Your coordination skills will ensure that our grant programmes operate efficiently. You keep administrative things in perspective for streamlining our grant administration systems and for keeping ECF's support programmes and financing partnerships financially and fiscally sound;
- You have at least 3 years of experience in a similar role;
- You are registered in The Netherlands and in possession of a BSN.

**We offer:**

- An opportunity to create, thrive, develop in an international team;
- The chance to join Europe's only truly European cultural foundation;
- Being part of an organisation with an impressive legacy but which is not stuck in the past;
- Flexible work arrangements with a combination of working from the office and working remotely;
- Fun and joy which comes from working inside a diverse team on things that matter;
- Training and development opportunities for skills and competences relevant for the role;
- Salary ranging from EUR 3.009 to EUR 4.358 gross per month (before tax), on a full-time basis with 13<sup>th</sup> month, 8% holiday allowance and benefits package;
- A full-time contract for one year, with the possibility for extension.

**How to apply:**

The closing deadline for applications is 24 May 2024. Interested applicants who are based in the Netherlands and in possession of a BSN registration should email their CV and short motivation letter to [sara@adamsrecruitment.com](mailto:sara@adamsrecruitment.com). We will contact short-listed candidates between 24 and 31 May 2024 for scheduling interviews. Interviews will take place in two rounds in week 23 and 24.