



Health Care Without Harm (HCWH) Europe is recruiting a part-time Development and Membership Officer

Location: Brussels, Belgium

Position type: This position is for a dynamic, experienced, goal-oriented, highly self-organised person, who can handle different demands, work independently, and be an excellent team player. The position is part-time (19 hours per week), starting as soon as possible.

Specialism: Provide development and membership support to the staff and organisation.

Closing date: 27th May 2016.

Organisation Overview

HCWH is a non-profit organisation that works to transform the healthcare sector worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

HCWH has offices in Europe, the US, Latin America, and Asia and works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 25 countries of the WHO Euro region and currently has 76 European members. The European office is located in Brussels. For more information please visit: <http://noharm-europe.org>

Position Overview

HCWH Europe is looking for a dynamic, experienced, goal-oriented, highly self-organised person that can take initiatives and follow them through achieving clear measurable results. S/he will report to the Executive Director. This is an open-ended contract, dependant on funding.

Job Responsibilities

Development

1. Work with the Executive Director and Deputy Director to fulfil the organisation's fundraising strategy (create annual fundraising goals and planning, and develop and manage strategies for approaching foundations, national government funding, and major donors);
2. Research, identify and cultivate potential new donors;
3. Play a leadership role in face-to-face meetings with donors and take the lead in the organisation of fundraising events;
4. Develop and maintain foundation and donor-tracking system;
5. Ensure timely and efficient fulfilment of all grant and contract submissions, reporting, and acknowledgement requirements in collaboration with the Deputy Director (content) and Finance Officer (finances);
6. Contribute to the strategic direction of the organisation and the development of its work programme and budget;
7. Co-ordinate fundraising efforts with the global HCWH development director and other HCWH regions for joint proposals.

Membership

1. Responsible for all administrative functions for membership promotion, recruitment, retention of HCWH Europe's diverse membership base (76 European members);
2. Communicate with members and organisations interested in HCWH Europe membership and guide interested organisations through the membership process;
3. Develop outreach membership strategy for European countries where the organisation is not yet represented;
4. Update the membership welcome pack and HCWH Europe information material;
5. Promote the HCWH Global Green and Health Hospital initiative in Europe;
6. Carry out other duties that may reasonably be required in the light of the main purpose of the job;
7. Travel to meetings within Europe and internationally as required.

Educational/professional qualifications

- At least three years successful experience in a similar position, preferably internal, with demonstrated ability to meet goals and manage donor cultivation strategies;
- Excellent English proficiency, any other European languages welcome;
- Experience with member-based networks or organisations;
- Working knowledge of EU institutions and processes;
- Experience or interest in environmental health policy;

- Must be legally eligible to work in the EU or possess a work permit in Belgium.

Skills and Abilities

- Ability to take initiative with strong attention to details;
- Strong interpersonal skills and ability to work successfully within a team and autonomously;
- Willingness to acquire knowledge and new skills and to implement these in the position;
- Good working knowledge of standard office software (Word, PowerPoint, Excel), Internet, prepared to acquire new skills if needed by the job;
- Excellent social skills and excellent team worker;
- Commitment to work in a small team with a multi-cultural working environment.

Salary:

Salary is dependant on qualifications and experience. Please state your salary expectations in your application. HCWH Europe offers additional Belgium benefits, such as ticket restaurant vouchers, monthly travel support, holiday payment, and a 13-month salary. Pro-rata applies.

How to Apply:

The position is based in our office in Brussels, (part time, 2.5 days per week), ideally starting as soon as possible. Please send your CV and cover letter (no more than one page) explaining your motivation for the position to anja.leetz@hcwh.org by **27th May 2016** and state '**Application for Development and Membership Officer**' in the subject line of the email. Please also state your salary expectations.

HCWH Europe provides a standard Belgian contract (including holiday payment, a 13-month salary, ticket restaurant vouchers, and travel support).

Please note that only candidates selected for interview will be contacted.