



Job description: 4EU+ Finance and Fundraiser Officer

Full time or part time

Location: the position of Finance and Fundraising Officer (FFO) may be based at the 4EU+ General Secretariat (GS), located in Heidelberg, Germany, or at one of the 4EU+ Alliance members' offices.

Introduction

Established in 2018, 4EU+ is a European University Alliance with the objective of developing long-term structural and strategic cooperation among the 4EU+ universities in education, research and innovation and engagement with society. The 4EU+ Alliance is currently constituted by seven 4EU+ universities, namely: Charles University (CU); Sorbonne University (SU); University of Copenhagen (UCPH); University of Geneva (UNIGE); Heidelberg University (UHD); University of Milan (UNIMI); and the University of Warsaw (UW).

4EU+ was one of the first 17 alliances selected under the European University Initiative, funded by the Erasmus+ programme. The project was implemented in the period from 2019-2022. In 2022, the 4EU+ was successfully awarded a second project that will actively contribute to the development of a new comprehensive framework for enhancing European cooperation in Higher Education.

Position summary

The main responsibility of the FFO is to coordinate, under the guidance of the GS Project Manager, all financial matters related to the new Erasmus+ project. The FFO will maintain active communication with the partner institutions and provide advice and technical support in its areas of expertise, as required. The FFO will also ensure regular contact with the European Commission counterparts, in close cooperation with the project manager.

In addition, the FFO will be expected to support 4EU+ fundraising efforts in collaboration with other GS members and partner institutions. The main task will be to proactively seek partnerships and maintain an active list of possible partnerships, at regional, national and international levels. The FFO is involved in the coordination of fundraising activities, including advising the Alliance, participating in call meetings, writing proposals and any relevant public relations activities.

Duties and responsibilities

Financial Coordination of the Erasmus+ project

- Produce financial reports to specific deadlines
- Prepare and control/ coordinate the project budget
- Ensure compliance with regulations and legal obligations
- Liaise with the counterparts at the EC and ensure that the financial operations and procedures of the Erasmus+ project are up to date and meet the expectations of the EC
- Manage the financial accounting, monitoring and reporting systems and ensure compliance to the EC financial provisions as stated in the Grant Agreements
- Coordinate financial activities with the financial departments in the Alliance members, and provide technical support and help when needed
- Coordinate Alliance members reporting, including meeting internal and external reporting deadlines, identifying reporting components, compiling required documents, ensuring report completeness, and facilitating final submission to the EC.
- Work closely with the project teams to build and execute plans and processes, strengthen capacity for grants management, and ensure transparency and accountability.



- Keep up-to-date with funders' requirements and developments in the use of indicators, tools, etc.
- Assist in the preparation of information for audit files and information required for auditing accounts

Fundraising

In close collaboration with the Project Officer of the General Secretariat located in Heidelberg, the Fundraising Officer will assist in identifying calls for opportunities, involving the right stakeholders, and coordinating the proposal process to obtain funding for implementing 4EU+ projects and initiatives. The Fundraising Officer will also be responsible for the compliance with guidelines and regulations as stated in the terms of reference.

In particular, the Fundraising Officer will:

- Contribute to the early identification and assessment of grants relevant for the 4EU+ objectives, interpret the terms of reference, and determine how to best respond and comply;
- Facilitate grant efforts, including edition, collection, and organisation of the grant documents, submission procedures, and compliance with timelines;
- Develop outlines, work plans, timelines, staffing, and budgets for grants according to the terms of reference;
- Give support to the teams responsible for writing, developing and implementing grant proposals;
- Act as contact point within the GS for the activities of the 4EU+ Virtual Development Office;
- Contribute to the development, implementation and continuous improvement of 4EU+ fundraising strategy, including European, national, regional and other funding sources;
- Contribute to development and promotion of the 4EU+ vision, strategy, and positioning;

Education

Advanced degree (Master or equivalent) in finance, business administration or other relevant field of study

Work experience

- Minimum 4 years of progressive experience in an equivalent position, in an international context
- Strong experience in finance and administration matters, including preparing budgets, monitoring, and reporting
- Acquaintance with European Commission's funding and reporting schemes,
- Experience with finance management of lump sum projects is a plus
- Experience in fundraising and building partnerships with public and private institutions at the regional, national and international levels
- Solid analytical and communication skills
- Ability to work autonomously and in a team
- Advanced use of Excel, Winbooks (or equivalent accounting system).

Language

Excellent knowledge of English (written and spoken), any other European language is an advantage

Application document and process

If you are interested in join 4EU+ team, please send to secretariat@4euplus.eu by 7 September 2022 your application documents that include:

- Up to date CV reflecting your experience
- Cover letter explaining why you are a good fit for this position