



Fundraising & Membership Officer

(Part-Time, 80%)

Brussels

About Us

Pesticide Action Network (PAN) Europe is a Brussels-based environmental NGO with a diverse, multidisciplinary and multilingual team. **PAN Europe** strives to eliminate hazardous pesticides in Europe and beyond, reducing dependency on pesticides, and promoting ecologically sound alternatives to chemical pest control. PAN Europe is an association of 51 member organisations.

Job description

PAN Europe is looking for a **Fundraising and Membership Officer** to further develop and execute its fundraising and membership strategies. The fundraising and membership officer will develop project proposals for EU and international foundations' grants, with the support of PAN Europe's policy staff.

Key Responsibilities

- Contribute to the development and execute PAN Europe's 5 years' fundraising strategy to meet organisational objectives;
- Cultivate and maintain strong relationships with major donors, partners and stakeholders;
- Identify new funding opportunities for PAN Europe and its members;
- Reach out to members and other partners to build strong project consortia;
- Draft project technical and financial reports for submission to funders;
- Manage the membership database, ensuring accurate records and data analysis
- Develop and implement strategies to grow and retain the membership base;
- Build strong relationships with members, in particular in relation to fundraising activities;
- Plan and execute membership engagement initiatives, events, and campaigns;
- Collaborate with the communication team to enhance membership involvement in PAN Europe's communication, press and fundraising activities;
- Prepare membership reports and provide insights to support decision-making.



Location

This position is based in Brussels. Other locations will be considered if the successful candidate is willing to travel regularly to Brussels for in person meetings and events.

Person Specification

Qualifications

- Bachelor and Master's Degree in Nonprofit Management, Business Administration, Economics, Marketing or a related field;
- At least 3 years of experience in fundraising or development roles;
- Perfect command of the English language (written and oral);
- Proven track record of achieving fundraising targets and building donor relationships;
- Outstanding writing skills;
- Excellent social skills;
- Creative, strategic thinker, with the ability to adapt to challenges;
- Strong leadership, communication and interpersonal skills;
- Ability to analyse membership data and develop actionable insights;
- Excellent organisational and multitasking abilities;
- Experience with EU funding programmes and tools is considered a plus;
- Experience in membership management is considered a plus.

Employment Details

- Initially a 24 month contract with the possibility of extension to a permanent contract (upon positive performance appraisal and budget availability);
- Part-time (80%);
- Starting date: June 2025, or as soon as possible after that;
- The salary to be paid will be in line with the successful candidate's qualifications and experience.

What this job opportunity will offer you

- Flexible working hours, teleworking, extra benefits (eg. extra annual leave on top of the Belgian leave entitlement et al.);
- Pleasant, supportive and inclusive work environment, with an experienced, multilingual and multicultural team;
- Exposure to EU funding programmes and international donors;
- Opportunities for professional growth and development.



How to apply

Please send us your application by email, using as subject **the Job Title and your Full Name** (eg. “Fundraising and Membership Officer - John Smith”) and attach your CV and Cover Letter (in English) to **Katerina Iordanopoulou** at jobs@pan-europe.info explaining how you meet the above qualifications and requirements of the Job Description.

The deadline is **Wednesday, 14th May 2025**. Due to the low administration capacity, we regret that only candidates invited to an interview will receive a reply.

PAN Europe values diversity and inclusion and the benefits these bring. We aim to appoint the most suitable candidate at all times and welcome applications from people from different backgrounds, ethnic origins and gender.