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## **JOB DESCRIPTION**

**Position title:** Head of EU Development Funding & Policy

**Reports to:** Director WWF European Policy Office (EPO)

**Supervises:** Senior EU Development Policy & Funding Officer

**Grade:** D

**Date:** 15 April 2019

### **Mission of the Department:**

To explore, facilitate and coordinate funding interactions with the EU as a major donor to WWF programmes worldwide. To ensure EU's funding support for global public goods, and that support for environmental issues features prominently in the programming of EU Development Cooperation existing and future financial instruments. To develop WWF policies and undertake advocacy on sustainable development issues within the external dimension of EU actions in partnership with relevant stakeholders and WWF offices.

**Context :** WWF EPO is the gatekeeper and relationship manager towards the EU institutions for both EU funding and policy. The EU is an important donor for the global environment, with 6.6bn USD spent in 2016 alone, and an important donor for the WWF network. WWF is the only environmental NGO in Brussels advocating on a broad range of environmental issues within EU development co-operation and has gained a recognized niche in the area amongst the development community.

### **I. Major Functions:**

The Head of EU Development Funding & Policy is responsible for the overall management of the team and delivery of its objectives. She/he leads, coordinates, facilitates and enhances funding interactions between the WWF Network and the European Commission. She/he represents EPO to relevant external audiences and within the WWF network for Public Sector Partnerships (PSP).

### **II. Major Duties and Responsibilities:**

#### **Donor relations:**

- Develop and maintain a regular dialogue with relevant Commission departments on development funding and policy.
- Engage with relevant actors of the EU institutions and Member states representatives, as well as other civil society stakeholders to support EU funding knowledge and opportunities.
- Identify opportunities at the EU level to take forward WWF priorities within EU external

action agenda.

- Position WWF as a key partner towards the EU for project implementation.
- Ensure timely and coordinated management of reputational and contractual issues.

**Network Coordination:**

- Enhance the understanding, capacity and internal mechanisms of the network to engage with the EU as a donor and as a potential source of funding for WWF programmes.
- Support the development and implementation of a WWF EU Public Sector Finance Strategy.
- Advise and support WWF's response to highly relevant EU funding opportunities; coordinate project teams to meet high standards on EU project proposals.
- Explore and develop partnerships with relevant stakeholders for developing joint projects, including UN agencies and development partners.
- Lead and coordinate the development of WWF's position on relevant EU policies and funding programmes.
- Ensure WWF network regularly informed and up to date on EU funding opportunities and requirements, identification and analysis of emerging EU trends.

**Policy and Advocacy:**

- Ensure that WWF's vision is reflected in key EU funding instruments and policy initiatives directly accessible to civil society organisations and in the funding modalities of these instruments.
- Represent WWF in external fora in the field of EU development policy and funding to maintain WWF's credibility and legitimacy as a key player.
- Coordinate with other relevant networks on fundraising, policy and advocacy activities related to key EU funding instruments and related policy initiatives.
- Maintain professional knowledge and keep abreast of emerging issues in the area of EU development and funding.

**Management:**

- Lead and coordinate the EU Development Funding & Policy Team and ensure personal development needs are addressed.
- Contribute to EPO strategic planning and implementation.
- Participate in the Management Advisory group (MAG).
- Collaborate closely with (or possibly participate in) Global PSP management team.
- Management of donor profile, project database and other relevant tools.

**III. Profile:**

**Required Qualifications:**

- University degree, preferably in environment, development, international relations, economics or social sciences.
- At least 7 years of experience with EU Institutions and/or donor agencies or NGOs, especially in funding related matters.

**Skills and Abilities:**

- Strong strategic and analytical skills;
- Strong coordination, communication and interpersonal skills.
- Management, mentoring and supervisory skills and leadership know-how.

- Proven ability in representing an organization to, and interacting successfully with donor agencies and government representatives.
- Good networking abilities appropriate for a multi-cultural environment.
- Fluency in written and spoken English. Fluency in at least one other European Community language is highly desirable (French of preference).
- An understanding of the role and culture of NGOs.
- Knowledge of the EU political system and EU institutions.
- Knowledge of project proposal development and project management.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

#### **IV. Working Relationships:**

The post holder reports to the Director of EPO.

**Internal:** WWF EPO colleagues, WWF PSP focal points, WWF International Fundraising team, Global Practices Leaders, WWF Programme Offices, Country Offices, National Organizations, EU Funding Team.

**External:** Commission DGs as appropriate, especially DEVCO & NEAR, EU delegations, European Parliament, European External Action Service, relevant NGO networks (CONCORD, and others), UN Brussels-based agencies, other relevant institutions.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.