

# Senior External Funding Officer



## Full-time position

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Job description

30/08/2023

Eleven leading European research universities have come together to create a unique alliance – Una Europa. The Una Europa partners are Freie Universität Berlin, University College Dublin, Università di Bologna, University of Edinburgh, University of Helsinki, Uniwersytet Jagielloński w Krakowie, Leiden University, KU Leuven, Universidad Complutense de Madrid, Université Paris 1 Panthéon-Sorbonne and Universität Zurich. Una Europa aims to draw on our collective strengths to create a truly European inter-university environment, a University of the Future.

Una Europa has been formally established as a non-profit association under Belgian law (vzw) to ensure the sustainability of the alliance. The objectives of the association are inter alia to promote long-term cooperation between the university partners, to create a culture of excellence in education and research and to contribute to the development of the European Education Area and the European Research Area. The development and implementation of a comprehensive and integrated external funding strategy are central to delivering the objectives of the alliance. The external funding strategy will build on the key priorities set out in Una Europa's 2030 Strategy, taking account of the EU funding landscape as well as building a broader perspective on external funding opportunities.

We are currently seeking to recruit a **Senior External Funding Officer** to lead on the development of Una Europa's long-term external funding strategy and associated activities. The successful candidate will work from the office in central Brussels. The position will suit professionals who are driven by working in a fast-paced, international environment.

### Roles and Responsibilities

- Lead on the development and implementation of Una Europa's integrated and holistic strategy for external funding
- Provide external funding expertise to Una Europa management
- Support the Una Europa community in the development of high-quality proposals for external funding and coordinate input from the alliance to strategically pursue externally funded projects, in collaboration with the Senior Policy Officer
- Contribute to a strong portfolio of alliance-level externally funded projects, building on successful projects running so far
- Develop collaborative working relationships with a range of academic and non-academic stakeholders across the Una Europa partner universities and their ecosystems
- Develop workflows to build upon the external funding expertise across the Una Europa partner universities in support of the implementation of the alliance's external funding strategy

- Collaborate with the Una Europa vzw team to support the overall development and implementation of the alliance's 2030 Strategy, in particular with the Secretary-General, the Senior Policy Officer and the Senior Governance Officer
- Other relevant tasks for the position.

### **Profile and skills**

- Preferably 10 years of relevant work experience in a comparable role, ideally supporting the development of large, innovative and international collaborative projects within a higher education and/or research environment
- A proven track record in securing external funding
- Strong experience in EU funding programmes in the fields of higher education and research & innovation
- Experience in attracting external funding beyond EU funding programmes would be advantageous
- Experience in translating broad transnational strategies into action and implementation
- Ability to develop and manage collaborative working relationships with a wide range of stakeholders in an international environment, including external stakeholders from the European higher education and research community
- Effective communications at all levels often in relation to complex subjects. A consultative style, with the ability to influence and engage others.
- Ability to balance a long-term helicopter view with a short-term drive for results
- Minimum requirement: Master Degree
- Native level of English or bilingual proficiency (spoken and written); other Una Europa languages are an advantage
- Creative, innovative and hands-on approach.

### **What we offer**

- Full-time contract of unlimited duration under Belgian law and attractive salary package in line with experience and skills; openness to discussing part-time working arrangements
- Additional benefits, including extra-legal holidays, meal vouchers, Group insurance and Hospitalization insurance policies
- Enjoyable work environment within a newly established international office in the centre of Brussels, easily reachable by public transport; flexible working arrangements possible, including working from home
- Opportunity for occasional travel within Europe (approximately 3-4 times per year).

### **How to apply**

- Candidates who wish to apply for the positions should submit the following information:
  1. Application letter, explaining your strengths as a candidate and specifically outlining your motivations for the position
  2. A current CV, no longer than two pages

Please send your application to [jobs@una-europa.eu](mailto:jobs@una-europa.eu)

In case you have any questions about the position, please contact Ms. Emily Palmer ([emily.palmer@una-europa.eu](mailto:emily.palmer@una-europa.eu)).

**Deadline for application: 22 September 2023**



*Tentative interview dates: 9 and 23 October 2023*  
*Tentative start date: December 2023 (TBC)*