



Vacancy Announcement

We are looking for our new Executive Director

The **Civil Society Forum e.V. (CSF/Forum)** (<https://csf-ev.org/>) is looking for an Executive Director for its Secretariat in Berlin, Germany (100% employment). The appointment is from **01 September 2024 till 31 December 2025**, with a possibility of extension.

The Civil Society Forum is a network of non-governmental organisations working across Wider Europe. Our vision is to build a civil society beyond borders across the entire continent. Established in 2011 as a bottom-up, non-partisan civic initiative, the Forum serves as a platform for joint activities, common positions, support, solidarity, and civic influence on policy- and decision-making at the (inter)governmental level. The Civil Society Forum aims to build bridges between civil societies, based on shared values of pluralistic democracy, rule of law, human rights, social and climate justice.

Job summary:

As Executive Director, you will be responsible for the implementation of the Civil Society Forum's strategy, plans and projects, as well as overall day-to-day management, development and representation.

Job Description/ Main Functions:

The general duties of your job will include, but are not limited to:

- Formal representation on behalf of the CSF, including entering into contracts, including contracts of employment.
- Implementation of the CSF strategy for the years 2025-2030 and organising further strategic planning.
- Implementation of the Board's decisions, projects and contractual commitments of the Forum.
- Ensuring CSF's financial and structural sustainability.
- Oversight of the Forum's planning and budgeting cycle.
- Shaping the CSF activity profile and leading the further development of CSF and its public visibility.
- Representing the Forum in all aspects of its operational and external activities (e.g. with the Board, members, partners, donors and the public).
- Leading the Secretariat of the Forum, including oversight, coordination and staff development.
- Following general developments in areas relevant to the CSF, civil society, the public and policy etc.

Requirements/Job Qualification:

- At least 7 years of proven experience in the field of public administration and management (experience in an international NGO is an asset).
- Significant experience in implementing large projects / managing contracts, including substantial experience with European Union funds and an excellent fundraising record.

- Excellent knowledge of the European political and civil society context, a wide network of contacts in the European capitals and experience with advocacy activities.
- Outstanding leadership and interpersonal skills, democratic style of leadership, strong communication, administrative, crisis management and problem-solving abilities.
- Strategic and positive mindset, ability to design, operationalise and follow through processes, and innovative capacities, all while working with a diverse group of stakeholders.
- Excellent writing and speaking in English and Russian. Ideally a native level of English and a good command of German too. Other European languages are also an asset.
- A valid work permit for Germany is strongly desired for applying.

We offer:

- Full-time employment (40 hours per week) at the CSF Secretariat in Berlin from 1 September 2024 to 31 December 2025, with the initial appointment to be extended based on performance.
- Interesting job in a growing and innovative non-profit environment, involving interaction with leading non-governmental actors in Wider Europe.
- Friendly working atmosphere and competent international staff.
- Good office/ remote work balance.
- Competitive NGO salary (Accommodation/ relocation and other related costs are borne by the candidate.)

How to apply:

Please send your application, **until 5 June 2024** CET (CV, letter of motivation, three references' contact details) to Alexander Keller, Berlin Office Lead at vacancy@csf-ev.org. The separate documents should not exceed 1MB. Use the same email if you have questions related to this job description.

In your motivation letter please answer the following three questions:

- 1) Why are you interested in working with the Civil Society Forum? Your response should be no longer than 500 words.
- 2) Why are you suitable for this job? Your response should be no longer than 500 words.
- 3) Identify an advocacy priority for the CSF for 2024 and justify your choice. Your response should be no longer than 100 words.

A test assignment will be part of the procedure. Interviews with the short-listed candidates will be done in July at the CSF office in Berlin or online. We will look into all applications, but due to the volume of applications, we will only contact shortlisted applicants.

For more information see: <https://csf-ev.org/>