



PROJECT COORDINATOR, POLICY AND ADVOCACY AT WINGS

WINGS: Elevating philanthropy

[WINGS](#) is a network of philanthropy development and support organisations committed to ensuring philanthropy reaches its fullest potential as a catalyst for social progress. Our growing community of thought leaders and changemakers includes more than 170 member organisations across 55 countries.

Our goal is to encourage collaboration and ignite potential — to rally philanthropic actors everywhere to build a more just, equitable, and healthy world and support the achievement of the Agenda 2030 and the SDGs.

We work in three impact areas which, together, offer the greatest potential for creating lasting systemic change: Collective intelligence; Strengthening ecosystems; Advocacy and policy. The current post will be working at WINGS Programmes area, to support the implementation of the EU grant: Unlocking Philanthropy's Potential: Enhancing the Enabling Environment, Effectiveness, and leveraging the contributions of Philanthropy actors.

Job Summary

Working under the direct supervision of the Programmes Manager, the Project Coordinator will be responsible for three main objectives.

- Project & Grant Management: The Coordinator will manage a 2-year project with the European Union. **This includes technical and administrative tasks to ensure the successful implementation of the initiative**
- Network Engagement: The Coordinator will be responsible for day-to-day engagement and communication with Enabling Environment Working Group, a task force of +50

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individuals and organisations, catalysing relationships between them, organising online and in-person events, and devising strategies for innovation and growth

- Policy and Advocacy: Coordination of the development and implementation of targeted advocacy strategies, contributing to making key political and policy changes, in collaboration with the Senior Advocacy Expert, other project staff and stakeholders
- Communications: Together with the WINGS Communications team, ensuring clear, internal and external communication of the policy and advocacy work
- Contribute to advance the overall mission of WINGS: Support WINGS in its ongoing responsibilities, communications and future resource acquisition as necessary. The Project Coordinator will eventually collaborate with other members of the staff on different projects

Main areas of **responsibility** will include, but are not limited to:

- Develop a detailed project plan to track progress and implement all the activities related to the project
- Ensuring grant project-cycle management, monitoring, reporting
- Supporting synergies with other EU grants and actors, and occasionally communications with the EU
- Coordinate all project activities with the WINGS members and the project team.
- Design and implement webinars, online meetings, and in-person events connected to the project
- Coordinate the knowledge production of the project: research, reports, joint documents, declarations, etc.
- Ensuring that all activities are delivered on-time, within scope and budget
- Create and maintain comprehensive project documentation
- Prepare project proposals and reports and help with ongoing fundraising to sustain WINGS work on policy and advocacy
- Work in collaboration with member organizations, consultants, and committees to ensure the successful execution of the project
- Position travel occasionally and up to 20% (once travelling is allowed)

Requirements

This is a full-time consultant position for 2 years, with a dedication of 40 hours per week. The candidate will be encouraged to be present part time in the offices of one of WINGS' members, preferably in Brussels, Belgium. (Candidates based in other European countries or in Brazil may still apply). A successful candidate will have the following:

- Excellent and proven communication skills, including oral presentation, and solid writing skills Experience in communications' responsibilities
- Project cycle management experience. Solid analytical skills. Experience in knowledge management is an asset
- Previous experience with international development cooperation grant funding (minimum 6 months, longer experience strongly encouraged), with a preference for EU or EU Member States' grant management experience
- Knowledge about the Agenda 2030 (SDGs) and international development cooperation and current issues (knowing about EU institutions, commitments, policies and/or funds a plus). International Experience, preferably in Development Cooperation or Philanthropy in partner countries in the field, and of working with international partners (minimum 3 months)
- Strong Knowledge about international Civil Society Organisations and their participation (minimum 1 year), preferably knowledge about the philanthropic sector; knowledge about EU policy on and initiatives with CSO and Foundations a plus
- Self-motivation with strong organisational skills. Problem-solving attitude with a high level of commitment. Capacity for independent decision-making and taking initiative
- Ability to work independently and as a member of a team; strong interpersonal and networking abilities. Experience coordinating or facilitating multi-stakeholder/ multi-country' groups' training, knowledge exchange, decisions, proposals or documents a plus. Experience with virtual facilitation or team building a plus. Able to motivate, engage and encourage others
- Global mindset: openness to, and awareness and experience of gender, cultural and geographic diversity and empowerment
- Strong interpersonal skills, and ability to build relationships with a broad range of actors

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- Fluency in English. Strong competencies in at least one other main global language (ex. French, Spanish, Portuguese, Arabic).
- Proficiency in the use of computers and database systems. Knowledge of website maintenance, social media and online meetings. Latest information or digital technology knowledge is a plus. Experience in knowledge management platforms is a plus
- A minimum of 3 years of relevant professional experience
- Master degree in related areas of International Relations, Social Studies, Development, Project Management, Business Administration, Communication, or equivalent

How to Apply

To be considered, please submit a **cover letter, résumé, and compensation expectations as one PDF attachment in English**, and one link or copy of a writing sample (one of the candidates' relevant written documents), by email to Larissa Santos at lsantos@wingsweb.org by January 15th. Consideration will begin as soon as applications are received, and the position will remain open until filled. Applicants are encouraged to apply before the deadline.