

Job Offer

Director (CEO) of the European Association of Development Agencies - EURADA

The [European Association of Development Agencies](#) is seeking a Director (CEO) to oversee the management of the association, represent the interests of its members before the EU institutions, and develop and contribute to providing value-added services to members. The Director will also be responsible for the General coordination of the EURADA EU project portfolio of ongoing projects and Technical Assistance assignments, the Secretariat Staff and interns. This is a highly qualified position in a pioneering association with more than 30 years of experience in promoting the exchange of experiences, benchmarking, and cooperation between experts in regional socio-economic development.

The position is based in Brussels. This role is a unique opportunity to support development agencies and their stakeholders in enhancing and influencing European regional policies. The main tasks of this role will be:

- a) Animation of the association improving the portfolio of services provided to members and ensuring their continuous engagement in the association's activities;
- b) Management of EU projects with the support of the Projects Area Manager and Project officers to ensure the delivery of quality outcomes. The activity involves technical and financial management;
- c) Administrative, staff and financial coordination and management, to ensure that the association gathers enough resources, has a feasible spending policy and guarantees its financial viability with the support of the Financial Manager and the Financial and Administrative Officer.

Position: Director (CEO)

Executive with the training and professional experience to ensure the organisation of all the activities of the structure and ensure the proper execution of the projects and the administrative, financial and administrative aspects related to the smooth running of the association. The Director will work under the authority of the Presidency of the association, the Board of Directors and Members Assembly.

About EURADA

Founded in 1992, the [European Association of Development Agencies](#) (EURADA) gathers professionals working in socio-economic development

across Europe, representing development agencies before the European Union institutions. The Association facilitates cooperation among regional development of practitioners and innovation ecosystems. It facilitates networking between members, the planning of joint EU projects, and advocating place-based policies at a European Union-wide level.

EURADA aims to promote its member organisations and facilitate experience-sharing among them. The organisation contributes to the development and implementation of territorial development programmes and SME support initiatives. Additionally, EURADA strives to strengthen and streamline technical cooperation with the European Commission and other relevant institutions. It provides assistance to development agencies in non-EU countries and supports innovative collaborative projects.

What we offer

- Incorporation in an international team with young professionals working in EU advocacy and projects covering a broad range of topics;
- Permanent contract beginning in October 2024. The start date could be moved forward subject to the availability of the selected person;
- A gross monthly salary of €4.000/month to €7.000/month according to experience¹, distributed in 14 payments during the year²;
- Assurance Group;
- Cheque Repas;
- Urban -Brussels-travel costs coverage;
- Mobile phone and SIM;
- Portable PC.

What we are seeking

- A motivated and organised person, with a clear commitment to provide leadership to an association with members in European countries and manage a staff of more than 10 employees;
- Someone with availability to travel and represent the association in high-level conferences, project meetings, workshops, visits to the Regional Development Agencies, etc;
- Flexibility in executing the needed activities.

¹ We recommend to use the following link to get an estimation of the net amount that remains from your gross salary: [Brut - Net](#)

² The proposal is to raise the gross salary or applying benefits the scheme has to be investigated during next week

Main tasks

Stakeholder management and animation

- Establish measures to increase the critical mass of the association, increasing the number of members;
- Develop a membership strategy that involves members in the day-to-day running of the association through working groups, ensuring the direct or indirect representation of EURADA in expert working groups of the European Commission through members' involvement;
- Preparation of the association's annual Work Programme, proposing objectives, and setting up the actions necessary to achieve them;
- Organising and leading the association's thematic working groups, ensuring the reports and dissemination of information to the entire network;
- Negotiate and implement partnership agreements with other regional stakeholders and ensure the follow-up of the achievement of the objectives set.

Projects general coordination development and implementation

- General coordination in the implementation of ongoing projects and Technical Assistance activities funded by the European Commission. Ensuring the quality of the results and the impact on the partners and on-time technical and financial reporting;
- Search for additional sources of funding, with tenders and contracts with the European Commission and or other organisations.

HR Administrative and financial management general coordination

- Prepare and control the execution of the annual budget with the setting up of monthly monitoring dashboards;
- Ensure that the association's accounts (general and analytical) and financial management are kept in with the accounting firm and the auditor;
- Organise the administrative follow-up of the association (Board of Directors, General Assembly, legal obligations etc);
- Improve internal operating procedures;
- Conduct an assessment (skills and training needs) and propose potential training to fill eventual gaps.

Communication and information activities

- Monitor and develop the external communication policy with the support of the Communication and Membership Policy Manager;
- Supervise the organisation of events, conferences, and/or hybrid workshops;

- Promote the members especially through meetings and working groups with EU institutions;
- Represent the members in conferences and all events related to regional development.

Positioning Development Agencies and their stakeholders

- Represent the development agencies in the different international forums outside of Europe. Reinforce the relations of the European agencies with the associations of development agencies from other non-European countries;
- Actively participate in the preparation of policy fora, initiatives and programmes of the European Union linked with regional development with the support of the Policy Officer;
- Conducting and updating analysis on development agencies with the support of the Policy Officer and in cooperation with research institutions.

The selection process

Please send your CV in EUROPASS FORMAT indicating the start and ending date of each education training and work experience and a motivation letter to finances@eurada.org with the reference “**Director**” before the **15th of September 2024**.

The selection process will be organised in 2 steps: analysis and evaluation of CV and interview.

The selected candidates, according to the criteria established below, will be invited at a first interview (second step of the procedure) which will last up to 60 minutes by teleconference or in presence. During this first interview, besides some questions on EU policies and Regional Development, the candidates will be asked to present a two-page document and a presentation on a possible strategy to be proposed for EURADA's future, which will have to be exposed during the interview. A second interview will subsequently take place if deemed necessary.

The selected candidate will start at the latest in November 2024 (exceptions can be taken into consideration).

The Selection Committee will be composed of the President the Vice President of EUERADA and the current Director.

Eligibility criteria

The applicant shall:

- Have at least 4 years of proven experience in regional development;
- Have at least 7 years of experience in EU policies and public policy advocacy;
- Have a valid and recognised degree in a relevant discipline;

- Have previous experience of work involving tasks related to those required for this position;
- Possess excellent spoken and written English and French C1 Level, according to the Common European Framework of Reference for Languages (CEFR), or the equivalent level according to other internationally accepted scales, (i.e. the American Council on the Teaching of Foreign Languages).

Only those candidates shortlisted for interview will be contacted.

Evaluation criteria

For the selection of the best candidates to be interviewed, the evaluation will relate to:

- Education:
 - Higher education qualification (Bachelor's, Master's, PhD, etc.);
 - Others (publications, scholarships, fellowships, awards, internships, etc.).
- Professional experience:
 - Experience in regional economic development;
 - Experience in leading teams;
 - Experience in working in a relevant national and international/multicultural environment;
 - Experience delivering results both through individual contribution and through culturally diverse, collaborative teams;
 - Experience in project management or equivalent experience on EU-funded projects.
- Language skills:
 - Knowledge of spoken and written English Language (C1 level or above);
 - Knowledge of spoken and written French Language (C1 level or above);
- The following points would be considered an asset:
 - Previous experience in development agencies;
 - Experience in advocacy of EU policies;
 - The knowledge of other EU languages will be an asset.

More information

- Website of EURADA www.eurada.org
- Finances@eurada.org
- Roberta Dall'Olio - +32 492375960

Brussels, Belgium
26th July, 2024

