

COMMUNICATIONS AND FUNDRAISING MANAGER

Autism-Europe (AE) recruits a communications and fundraising manager for its Brussels based Secretariat. Reporting to the director, the communications manager will develop and implement communications strategies for advocacy campaigns and EU projects. The successful candidate will also manage internal and external information tools, media relations, publications, online presence and events as well as support the development and implementation of AE work on fundraising.

Start date: June 2021

The deadline for applications is **25th May 2021**. Only short-listed candidates will be contacted.

Job description

Communications

- Developing, implementing and monitoring Autism-Europe communications strategy.
- Drafting and editing of Autism-Europe's publications, internal and external communications, as well as advocacy documents
- Liaising with designers and printers to produce high-quality materials
- Managing awareness-raising campaigns – in particular around World Autism Awareness Day
- Managing AE website and social media channels
- Design and develop digital content (such as videos, teasers, banners, infographics, etc.).
- Developing press contacts and promoting AE visibility
- Contributing to internal communication and liaising with members
- Contributing, as necessary, to the organization of governing bodies meetings as well as conferences and events
- Representing AE at events and meetings across Europe

Fundraising

- Developing, implementing and evaluating Autism-Europe fundraising strategies and campaigns

European projects

- Developing, implementing and monitoring EU projects' dissemination strategies
- Supporting the Director in drafting project applications and reports about ongoing projects

Requirements for the position

Essential

- At least 5 years' relevant work experience in Communications, PR, and/or media industries
- Excellent written and verbal communication in English. Fluency in French
- Enthusiastic about promoting understanding of autism and disability rights
- Knowledge of EU policy, keen interest in social affairs and disability
- Experience in EU projects
- Excellent analytical skills
- Experience in website management (good understanding of information architecture; website ergonomics and accessibility)
- Web design skills, including technical skills
- Experience in effectively managing promotion and outreach through websites, newsletter mailing system and social media
- Strong graphic design, art/illustration, and visual storytelling background with a creative aesthetic
- Video editing skills, including technical skills
- Excellent IT knowledge (MS Office tools and – Adobe Creative Suite)
- Good conversational skills to use with members and external stakeholders
- Experience of fund-raising and crowd-funding tools is a plus
- Demonstrated ability in managing multiple projects simultaneously
- Strong organization and time management skills, prioritize tasks effectively and respect deadlines.
- Attention to details and accuracy

Desirable

- Additional degree in European Policy / Social Science / similar field
- Familiarity with the international non-profit sector
- Experience working in EU affairs
- Knowledge of another European language

Terms

- One-year contract according to Belgian law, with possibility of renewal.
- The selected person must have a valid permit to work in the EU and live in Belgium.
- The workstation is the Autism-Europe headquarters in Brussels (BE).
- Competitive salary depending on experience and qualifications, plus benefits (13th month, luncheon vouchers).

Application process

Please send your CV and a cover letter and details of two persons who can be contacted for references to: **secretariat@autismeurope.org** with 'Communication and Fundraising Manager": YOUR NAME' in the subject field. The applications will be processed in full confidentiality.

The deadline for applications is **25th May 2021**. Only short-listed candidates will be contacted.

Shortlisted candidates will be invited for an interview and an assessment in our Brussels office/online.