

United Fund for Belgium

The non-profit-making organization *United Fund for Belgium* is one of the most renowned associations amongst the charities in Belgium. For over more than 40 years, it has been providing assistance to the most disadvantaged people everywhere in Belgium. UFB raises funds from companies, organizations and private individuals. 100% of the collected funds are entirely redistributed to local charities. United Fund for Belgium is active everywhere in Belgium to support specific projects.

UFB exclusively funds projects of a social nature everywhere in Belgium, in the 4 following areas:

- welfare and assistance to disadvantaged children
- assistance to handicapped persons (children and adults)
- fight against poverty
- social integration of people

Each year, UFB redistributes more than 700,000 EUR and supports more than 80 projects. UFB is committed to the Code of Conduct of the 'Association pour une Ethique dans la Récolte de Fonds' (AERF) as well as to Donorinfo.

Role

United Fund for Belgium is recruiting for the position of "Project Manager Allocations, Communication and Fundraising". You are the contact person acting as the link between the charity associations and United Fund for Belgium. The files for application for support are introduced to you. You review them, you verify the compliance with our criteria and you send them to the members of the allocation committee who are in charge of the site visits. You visit some charity associations each year. You are in charge of the follow-up with these associations once their request has been analyzed. You have an excellent knowledge of the projects supported by UFB which allows you to propose to the corporate donors projects in line with their activities when they wish to support a specific project. You carefully manage the database with all the contacts of the charity associations.

You prepare all communication materials: PowerPoint presentations, printed material, roll up... You write content for the website, you create content for newsletters and social media and you regularly publish. You organize yearly with the team events for the collection of funds (Golf, 20km of Brussels...). You track the promotional activities allowing for fund raising (Sale of chocolates...) and you imagine new ones. You represent the association during fund-raising meetings or during follow-up meetings with donors.

You are flexible and you like to learn. You are committed and ready to take the ownership of the projects from A to Z.

Profile

- Motivated, Enthusiast and passionate about the associative/not for profit world.
- Sharing the values of the associative/not for profit world and eager to be useful.

- Professional experience of 2 years as communication officer or as administrative officer passionate about communication.
- Experience in (on line) creative and pertinent content creation.
- Expertise in social media and in contemporary communication tool use.
- Perfect command of the MS Office pack and of the management of a database. Knowledge about Sales Force is an asset.
- Basic skills in video editing, photography and graphic design.
- Competences in project management and organization of events.
- Trilingual FR/NL/EN.
- Organized, with a good sense of priorities.
- Likes to make work fun, and to create a spirit of cooperation.
- Learns best by trying out a new skill alongside other people.
- Outgoing nature and natural attention to others.

ATTITUDE AND BEHAVIOR . Capacity to work in team . Self-reliance . Good communication . Organizational skills and sense of responsibility . Rigor and precision . Creativity . Adaptability . Strong interest for the associative sector . Adherence to the values of United Fund for Belgium.

Conditions and contract

We offer:

- A full time permanent contract with an In-Service date of August 20th 2018.
- A competitive salary.
- A job which has a societal sense in a small and enthusiast team.
- A real balance between private and professional life.
- A varied function at the heart of the projects of United Fund for Belgium.
- A diverse, open and creative work environment which will allow you to develop your talent, to learn and to get involved in the associative world.
- A pleasant work place in the SWIFT headquarters in La Hulpe also accessible with the train.

CV and motivation letter to send solely by mail to:

calexandre@ufb.be before June 15th