

European Research Network on Philanthropy (ERNOP)

Project Manager (0,2 FTE)

Start date: April 15 or asap

The European Research Network on Philanthropy (ERNOP) is seeking to appoint a (Junior) Project Manager to provide effective and efficient administrative support for ERNOP's Executive Director and Board and to ensure that its members and partners receive adequate and responsive service.

The role holder will work with ERNOP's Executive Director to support the ERNOP Board and thereby the network's growth, strengthening the relationship and engagement with its members, and to create more awareness of the relevance of philanthropy research within Europe. To this end, the ideal candidate will be knowledgeable about the diverse nature and scope of philanthropy research in Europe and its relevance for European philanthropy policy and practice, and able to communicate easily and clearly – including via digital and social media – with stakeholders from academia, policy and practice.

Digital and social media experience is required as the project manager will be developing and monitoring ERNOPs content on the website and Linked In page. Also, the candidate will assist the ERNOP Executive Director in the hands-on management of the network, organization and promotion of the ERNOP conferences, organization and promotion of the ERNOP online Science With And For Society Seminars and development of other relevant activities, with a focus on dissemination academic work through relevant academic and professional networks.

The role reports to the ERNOP Executive Director.

This is a part-time position (0,2 FTE), initially for one year. Working will be mainly online on distance although incidental face-to-face meetings can be required.

Tasks & Responsibilities

- Co-develop a series of online seminars translating academic research into relevant online presentations and dissemination targeted at professionals
- Promote ERNOP and its activities online and by social media
- Actively host the ERNOP Linked In page
- Co-organize the ERNOP research conference
- Identify and approach potential new ERNOP members, both from the research community as the philanthropy sector
- Strengthen relationship within existing network of researchers and philanthropic organizations
- Assist the director in day-to-day executing activities

Desired Skills & Qualities

- PhD or in the process of obtaining a PhD in philanthropy (related) studies or similar
- Experience in working with international stakeholders;
- Experience in or knowledge of philanthropy, academic philanthropy research and/or related areas and the capability of translating this knowledge to practical recommendations
- Experience in an (online) marketing communications
- Experience in effectively using relevant social media outlets (including LinkedIn, Twitter) and ad campaigns
- Knowledgeable about and experience in working with WordPress and MailChimp, Zoom
- Comfortable with part-time distance working while on the other hand able to be fast responding to organizational issues;
- Experience in building new partnerships or acquiring donors and/or fundraising
- Professional working language: English
- Permit to work within the European Economic Area and/or Switzerland

What We offer

- Part-time position with much independence and flexibility
- Working directly with key stakeholders in the domain of European philanthropy and academic research on philanthropy
- No hierarchy and a great appreciation of showing initiative
- Compensation based on current position (in case of secondment), or competitive remuneration based on experience and skills. Salary range around 1,000 EUR per month for 0,2 FTE in case of payrolling or freelance.
- Desired starting date: Asap - around mid April

How to apply

Further information and informal enquiries may be directed to Barry Hoolwerf, ERNOP Executive Director, email info@ernop.eu.

Please send your application consisting of a CV, covering letter, two references, to info@ernop.eu no later than **March 13, 2022**. After selection suitable candidates will be invited for interviews by March 31.

About the European Research Network On Philanthropy

The European Research Network on Philanthropy (ERNOP) is an association under Dutch law that was founded in January 2008 by collaborating philanthropy researchers in Europe. Our mission is to advance, coordinate and promote excellence in philanthropic research in Europe. We aim to be an international and interdisciplinary network open to all researchers studying philanthropy. To date, around 250 members from almost 30 (mostly) European countries have



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joined ERNOP. ERNOP has a board that sets the strategy and agenda for the years ahead, this in close collaboration with the ERNOP Executive Director.

ERNOP and its members work closely with other academic research networks that address related fields such as ISTR and ARNOVA . Also, ERNOP has developed a good relationship with European networks of philanthropy professionals and a growing number of individual philanthropic institutions. By organizing A Gathering of Academic research centers on Philanthropy in Europe (AGAPE) ERNOP contributes to the institutional capacity building of European research centers studying philanthropy.

Since its inception in 2008, ERNOP has organised a biennial research conference in a European city. At this conference, researchers studying philanthropy present their state-of-art research, exchange ideas and meet colleagues. The conference aims to contribute to the creation of a European philanthropy researcher identity. ERNOP is proud that this conference is considered to be the leading conference on European philanthropy research. ERNOP aims to represent the study of philanthropy in Europe and to influence policy-making at a national and European level. As there is no structural or comparable information about philanthropy between European countries, ERNOP aims to put philanthropy research on the philanthropy agenda of national and European policymakers and professional organizations.