

VACANCY: Project designer & fundraiser

Where and when: Vicenza or Chisinau

Starting in February 2025.

About

ALDA - The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed into one of the strongest stakeholders in the field of cooperation between local authorities and civil society engaged in the promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

The incumbent will work under the supervision of Director of Programs and Corporate Strategy of ALDA, and will work in cooperation with the Eap Project Designer and Ukraine Project Assistant. The incumbent will work in the Project Design Department, by undertaking the main following duties and responsibilities:

- **Fundraising:** research for grant opportunities, periodical checks of calls for proposals and tenders for Ukraine, Moldova, Belarus, Southern Caucasus and Central Asia;
- **Project development:** partnership building, projects drafting, elaboration of projects' budgets, preparation of the application package, submission procedures, etc.;
- **Support/Technical assistance** to Ukraine, Moldova, Belarus, Southern Caucasus Eastern Partnership and Central Asia; members, partners and clients for the development of European and international projects: analysis of the needs, identification of the funding sources, project development, consultancies, etc.
- **Administrative and office tasks:** activities related to the preparation and submission of national, European and international projects.

Candidate qualifications

Applicants should meet the following requirements:

- University degree (European Studies, Political Science, International Relations or similar);
- Solid knowledge of the political system and EU relations in Ukraine, Moldova, Belarus, Southern Caucasus Eastern Partnership and Central Asia

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- Excellent knowledge of English and any languages of the area above mentioned is required; French and Russian would be considered an asset;
- Previous professional experience in project development (at least 2 years);
- Knowledge of European funding and other international donor strategies;
- Previous experiences in the civil society sector;
- Strong research and analysis capacities;
- Excellent writing skills;
- Soft skills, relevant to the position, will also be assessed:
 - Ability to work in a team as well as individually
 - Good interpersonal and communication skills
- High motivation and strong interest in international cooperation;
- Specific skills in one or more of the following areas related to the thematic hubs of ALDA are welcomed: 1) digital and innovation; 2) civic engagement; 3) youth; 4) human rights and gender; 5) migration; 6) environment and climate; 7) territorial and local development; 8) culture

Terms of contract

The consultancy contract will be issued for a period of 12 months and can be renewed subject to availability of resources and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start in **February 2025**.

Duration: initial contract of 12 months

Location: Vicenza (IT) or Chisinau (MD)

Starting salary: Salary will be based on the experience and qualifications of the candidate. The proposed salary will follow ALDA's staff regulation, depending on the experience and seniority in similar positions.

Application procedure

Interested applicants should fill in the following [template](#), with a Letter of Intent and Curriculum Vitae (CV) in English.

Please ensure that your Letter of Intent clearly states your interest in the position and highlights your relevant qualifications and experience. Additionally, include details about your proposed starting salary.

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alda



European Association
for Local Democracy

Applications must be received **on or before 7th of February 2025**. Interviews will take place the following days and might be followed by a written test.

Please note that due to the expected high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!

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