ABOUT THE EUROPEAN FOUNDATION CENTRE

The European Foundation Centre (EFC) is a leading platform for philanthropy in Europe. Founded in 1989 by seven of Europe’s preeminent foundations, the EFC works to effect meaningful change through the strengthening of the institutional philanthropy sector. The EFC serves as a hub of philanthropic exchange, connecting 253 members from over 30 countries to facilitate peer-learning and effective philanthropy. Guided by a member-developed strategic framework, the EFC aims to be a champion for institutional philanthropy while simultaneously acting as a network for the exchange of philanthropic expertise.

Strategic Framework, 2016 – 2022

Developed by the EFC membership, the Strategic Framework sets out five core activity domains and two guiding principles that underpin all we do:

Activity Domains

**Foster peer-learning** by surfacing the expertise and experience within the sector

**Enhance collaboration** by connecting people for inspiration and joint action

**Represent philanthropy** for favourable policy and regulatory environments

**Build a solid evidence base** through knowledge and intelligence

**Raise visibility** of philanthropy’s value and impact
Guiding Principles

Be glocal - a focus on Europe, with an eye to the global philanthropic landscape

Build as one pulling together in the same direction

Programmes

Peer Learning

Recognising that the most powerful knowledge on the sector resides within the sector itself, the EFC works to surface and share the expertise and experience of its members to strengthen philanthropy. Members can safely share their knowledge and learn from their peers through specific peer-learning communities of philanthropy professionals, exchange programmes, and tailor-made peer-learning workshops and events.

Thematic Networks

The EFC connects its members to each other and to relevant actors in other sectors for inspiration and joint action. A key channel for this is the Thematic Networks, groups of the EFC members that come together around a theme of common interest. Each has a unique approach – from advocacy efforts to research projects to joint programmes, and several also hold annual conferences. The EFC supports these networks in whatever they would like to do, and regularly facilitates the creation of new networks based on members’ interests.

Representation

Policy and regulatory contexts affect how philanthropy is carried out – sometimes enabling it, sometimes hindering it. The EFC amplifies the voice of philanthropy in member-specific policy areas, ensuring that policymakers grasp the value of institutional philanthropy’s innovative ideas and expertise in service of the public good. The EFC also continually works towards an enabling operating environment for philanthropy so that it can realise its full potential in serving the public good.

Annual Conference

The EFC’s annual conference brings together over 650 professionals and representatives from philanthropy, corporates, (I)NGOs, EU and multilateral institutions, think tanks, and the media. Participants share, learn, and explore together new ideas and approaches to tackle the urgent challenges of our times, forging connections that last well beyond the conference. The event is held in a different European city each year, rotating back to Brussels regularly to give delegates a chance to engage in the EFC’s ongoing advocacy work with the EU institutions and policymakers.
Knowledge Hub

Building a solid evidence base through mapping the institutional philanthropy space, and gaining specialised knowledge on the EFC membership, which represents the broad diversity of philanthropy in Europe, gives the EFC a unique understanding of the sector. The EFC also monitors, maps and analyses the policy, legal, and fiscal developments that affect philanthropy, both at EU and national levels. This base of sector knowledge allows the EFC to spot trends and issues affecting philanthropy and supports advocacy work.

For the EFC members, the Knowledge Hub serves as a resource for informing strategic decision-making and identifying peers and partners.

Being a champion for philanthropy

Going beyond policymakers and regulators, the EFC believes that other players – the business sector, the media, and the public – need to learn about and understand the unique role philanthropy plays in helping to solve societal problems. Raising the visibility of philanthropy and its value to society helps the sector realise its potential as a full partner in tackling the issues facing all of us today. The EFC does this through multiple channels including developing a narrative on the sector’s legitimacy, dissemination of news and analysis, promoting its members, events at Philanthropy House, and the EFC Compass Prize, among others.

Philanthropy House

Situated in the heart of Brussels, Philanthropy House is a hub for institutional philanthropy in Europe. An EFC initiative, the House provides a space for the sector, policymakers, and the general public to discover, connect, meet, debate, and learn about institutional philanthropy and its wide-ranging impact on citizens’ lives. Home to several other philanthropic support organisations, Philanthropy House builds an understanding of, and recognition for, the work of the sector, up until now a largely invisible force. Through debates, exhibitions, conferences, and documentary screenings, philanthropic work is brought to life at Philanthropy House.

A pan-European initiative, Philanthropy House was first conceived in 2009 by six EFC members – leading foundations from across the continent – who agreed on the need for a stronger presence for the sector in Brussels. The House opened on 13 November 2013.

Each foundation provided mission-related funds to develop Philanthropy House as a model for the future, an innovative way of helping the sector become more connected, visible, and effective.
Governance Structure

The EFC is a member-led and member-funded organisation and, as such, the EFC’s commitment is to the interests of its members. The daily operations of the EFC are performed by the EFC Management Committee, a group of individuals representing the EFC member institutions.

The EFC Governing Council

The mandate of the Governing Council is to guide the programmatic and strategic work of the EFC. The Governing Council consists of up to 30-member organisations, which are elected among the EFC voting members.

The EFC Management Committee

The Management Committee focuses on the day-to-day operational management of the EFC. It consists of a group of individuals representing members of the Governing Council, including the Chair, the Vice-Chair, the Treasurer of the Association, and additional individuals representing members of the Governing Council. Only members of the Governing Council that have served at least one year on the Governing Council may be represented on the Management Committee.
FINANCIALS

2018 Audited Financial Statement

The EFC is a member-funded organisation and, as such, annual membership fees, and core support provide a significant portion of the EFC’s annual income.

The EFC is committed to providing clear and transparent information on its finances and activities and to maintaining strict oversight and controls over its financial operations.

A certified accountant performs the bookkeeping and preparation of the annual accounts, and Deloitte carries out EFC’s external annual audit of its financial statements. These statements present the EFC’s financial position and statement of activities for the year 2018. The independent Audited Financial Statement is publicly available on www.efc.be.

<table>
<thead>
<tr>
<th>ASSETS (€)</th>
<th>2017</th>
<th>2018</th>
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<tbody>
<tr>
<td>Fixed Assets</td>
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<tr>
<td>Cash at Bank</td>
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<td>Receivables</td>
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<td>Advance Payments</td>
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<td>Other Assets</td>
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<td><strong>TOTAL</strong></td>
<td><strong>2,729,293</strong></td>
<td><strong>3,841,576</strong></td>
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<th>EQUITY AND LIABILITIES (€)</th>
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<tr>
<td>Initial capital/assets</td>
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<td>Reserves</td>
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<td>1,639,631</td>
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<td>Provisions</td>
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<td>Liabilities</td>
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<td>Deferred income and accrued charges</td>
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<td><strong>TOTAL</strong></td>
<td><strong>2,729,293</strong></td>
<td><strong>3,841,576</strong></td>
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<table>
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<tr>
<th>INCOME AND EXPENDITURE (€)</th>
<th>2017</th>
<th>2018</th>
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<tbody>
<tr>
<td>Total Income</td>
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<td>Income from projects</td>
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<td>Core support</td>
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<td>Membership fees</td>
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<td>Other</td>
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<td><strong>Total expenditure</strong></td>
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<td>Network project costs</td>
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<td>Staff salaries</td>
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<td>Operating and core projects costs</td>
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<td><strong>Net Profit/(Loss)</strong></td>
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<td>Network carryover</td>
<td>168,834</td>
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<td><strong>Total result Profit/(Loss)</strong></td>
<td><strong>(854,336)</strong></td>
<td><strong>246,652</strong></td>
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THE OPPORTUNITY

Position Summary

The Chief Executive (CE) reports to the Management Committee (MC) and the Governing Council (GC) and is responsible for the overall leadership, management, and execution of the activities and business of the EFC. They will work very closely with the MC and staff on the execution of the multi-year strategic framework, vision, plan, policies and programmes to evolve and refine the EFC’s business model, advancing the interests and value add for its members.

The successful candidate will build upon the EFC’s rich history and strong foundation to effectively serve its members. The Chief Executive will ensure that the EFC members can build upon their own brands of philanthropy as innovative, strategic leaders and tackle the substantive issues in this sector today. This person will lead as a relevant and influential policy voice to best represent EFC's membership and strengthen the voice and role of philanthropy in Europe.

Tactically, the CE will set the EFC's priorities and help lead the members and staff to achieve specific goals and objectives necessary to accomplish the agreed upon strategy. The CE will promote and advance the EFC’s value proposition and concentrate the EFC’s efforts to ensure that the members are supported in their missions.

This person will be a credible thought leader, have proven business acumen, and be an influential leader within the philanthropic and civil society sectors. They will serve as an external spokesperson and key representative of the organisation to a wide range of stakeholders, the public, EU institutions, governments, and related partners. The successful candidate will not only enhance the EFC's relationships with all relevant constituencies, both at European and international levels, and with other related professional organisations.

With the team and the Management Committee, this person will further develop relevant insights and tools to enhance the philanthropic ecosystem, especially for its members.

The Chief Executive must also understand its members needs and wishes through continuous learning and dialogue to identify the best ways to expand EFC’s global reach and impact. The CE must furthermore ensure that the EFC is fiscally strong to meet its members’ short and long-term aspirations and needs. Moreover, the CE must serve as an inspirational leader who will motivate, develop, leverage, hire, manage, and retain an outstanding calibre of people to serve the EFC’s membership.
THE OPPORTUNITY

Position Title: Chief Executive
Location: Brussels, Belgium
Reports to: Management Committee, Governing Council, and the General Assembly
Direct Reports: 1) Communications Director
                2) Office Manager (Finance)
                3) Operations Director
                4) Policy & Programmes Director
Team Size: 25 people
KEY RESPONSIBILITIES

Strategic Vision & Intellectual Leadership

• Collaborate with the Management Committee to set the EFC’s strategic direction to create opportunities for its philanthropic membership and advance operational and professional excellence required to effect local and global social change

• Lead the organisation’s strategic and operational planning processes (including their measuring, monitoring, evaluating, and reporting systems) to track and ensure mission alignment and progress

• Lead the EFC’s programme policy and public affairs planning

• Forecast and analyse key trends, global themes, and challenges relevant to EFC and its members

• Identify and commission research themes and publish white papers and/or blogs that add value to members

• Provide thought leadership across EFC’s core thematic networks and communities of practice to generate broader influence within philanthropic ecosystems

External Engagement & Representation

• Represent and act as the chief spokesperson for the EFC in Europe and beyond

• Continue to advance and grow the membership of the EFC by attracting new members, expanding the global footprint, and retaining existing members

• Excel at and build innovative, service-oriented value to the EFC membership (Boards, CEO’s, and members)

• Generate and maintain mutually beneficial relationships with members and their leadership, boards, practitioners, and potential philanthropic partners by identifying common purposes/missions, setting clear partnership parameters, and creating shared value

• Keep the organisation abreast of EU public policy trends and issues, advocate effectively on behalf of members as needed, and provide clear benchmarks

• Ensure that the EFC delivers high-quality programmes and practical policy advice relevant to members

• Continually explore and develop effective learning opportunities for philanthropic events in Europe
Operational & Fiscal Accountability

- Drive an overall performance management culture for the organisation while enabling a team-focused, cohesive, and positive working environment
- Work closely with senior leaders and staff, evaluate existing programmes and content, make recommendations for potential opportunities that the organisation could pursue, and oversee the implementation of new programmes and other relevant peer learning offerings
- Ensure that policies, systems, structures, and practices are in place for the efficient and effective delivery of the EFC Strategic Framework in preparation for the next planning process
- Set and deliver the annual budget and ensure the results framework is in place to deliver reliable and accurate financial and management information
- Prepare and present documentation to the governing bodies of the EFC that ensures mission alignment and effective stewardship of the organisation
- Ensure timely and appropriate governance documentation for four Management Committee and two Governing Council meetings annually, and for the annual general assembly
- Ensure that the EFC models operational excellence, including ensuring a well-run workplace culture and leading through best practices of efficiency, transparency, and impact
- Effectively administer and safeguard all the EFC funds, contracts, physical assets, and other property
- Carry out other such duties and responsibilities that the Management Committee may reasonably allocate

Chief Executive, European Foundation Centre
CANDIDATE PROFILE

The EFC seeks a visionary and strategic leader for its Chief Executive position. The successful candidate will be an accomplished, well-rounded, and inspirational representative who enables the EFC’s members to drive impact and influence across local, regional, and global philanthropy ecosystems. The CE will excel at developing and working with an effective, creative, and high performing team, as well as generating consensus and defining clear priorities. Taken together, the EFC’s next CE will be well-equipped to meet and exceed the organisation’s goals on time and within budget.

The successful candidate will demonstrate experience managing a growing, complex, and decentralised organisation with multiple lines of operations, and possess operational and client-service acumen. The successful candidate will have an entrepreneurial and innovative mindset to identify solutions that meet the ongoing needs of the EFC’s membership. This individual will also add value by coaching and mentoring the member’s leadership and boards, and understanding the members’ varying models to best consult and deliver services across initiatives.

The successful candidate will be a poised, energetic, and approachable leader. They will have outstanding interpersonal skills, emotional intelligence, communication skills, and be skilled in building bridges and developing relationships in a variety of settings with highly diverse constituencies. This individual will bring a depth of knowledge of the cultural diversity in Europe, as well as the opportunities, challenges, and synergies to be leveraged and managed for the membership. This individual will have a strong appreciation of the changes and advancements in content delivery and other members services through technology and across multicultural contexts.

In addition, the successful CE should come with the following key competencies, education, and experience, highlighted as follows:
KEY COMPETENCIES

• **Ambassadorial/Relationship building**: build and sustain diplomatic and meaningful relationships with a wide variety of relevant parties pertinent to the membership as a whole, the Board, sponsors/partners, and staff
• **Change Management**: effectively apply agile change management practices when identifying and aligning with philanthropic trends and priorities
• **Service Oriented**: focus on and deliver service to members
• **Negotiation Skills**: build coalitions and accomplish goals through persuasion, networking, and broad influence
• **Visionary**: create a strong sense of purpose and meaning for the team members, enabling them to each advance the organisation’s mission as a cohesive whole
• **Business Acumen**: ability to develop budgets, provide analysis, and forecasting for the organisation
• **Intellectual Curiosity**: ability to identify opportunities, challenges, ask questions, collect data, and draw strong and viable conclusions
• **Reasoning**: ability to analyse, interpret, and leverage data to improve decision making and management
• **Inspire & Influence**: create purpose and shared value for the organisation through motivational, big thinking, and energizing member engagement
• **Build Talent & Teams**: ensure systems and procedures are developed that strengthen organisational capacity
• **Drive & Innovation**: explore, identify, and invest in promising new ideas
• **Agile & Responsive**: drive organisational execution by looking for ways to continuously improve, respond, and allocate resources effectively and efficiently
• **Foresight**: ability to identify and simplify complex problems and develop creative solutions
• **Resilience**: operate with an ownership and leadership mindset driving purpose, persistence, and sustained energy
• **Other**: flexibility and a good sense of humour

Possible range of experience, background and education may include

• A bachelor’s degree is required. An advanced degree in a related field is preferred (e.g. Masters’ degree in business, international development or related human service or public policy field); and/or relevant years of demonstrated and progressively successful experience
• 10+ years’ experience in associations, networks, philanthropy or other relevant sectoral background, and five years’ in progressive leadership experience
• English fluency required, ability in multiple European languages preferred
Koya Leadership Partners has been engaged by the European Foundation Centre to advise in this pivotal leadership hire. Leading this search is Nicole Kamaleson, Managing Director of the Global Practice and Turner Delano, Vice President. If you are ready to submit your completed application, kindly submit both your compelling cover letter (addressing motivation and suitability per the above role specifications) and CV/resume here. Only completed applications, with both CV/resume and cover letter, will be presented to the client.

European Foundation Centre is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.
ABOUT KOYA LEADERSHIP PARTNERS

Koya Leadership Partners, a member of the Diversified Search family of companies, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world. For more information about Koya Leadership Partners, visit www.koyapartners.com.

The Diversified Search Group is a member of AltoPartners, an international alliance of independent executive search firms. Our alliance with Alto Partners gives us international depth and breath, and the capability to find great leadership anywhere in the world through a network of 58 independent search firms operating in 35 countries around the globe.