

Operations & Project Manager – Full-Time Position (Brussels)

Vacancy

ROLE DESCRIPTION AND PURPOSE

Eurosif is seeking a full-time **Operations & Project Manager** to support the organisation's daily operations and strategic initiatives. The successful candidate will ensure smooth and effective **administrative and financial management, project coordination, business development, and event organisation**. The role also includes preparing **funding applications**, overseeing **grant execution**, and contributing to **financial and narrative reporting**.

The Operations & Project Manager will work closely with, and report directly to, the Executive Director. This Brussels-based position offers the possibility of remote work several days per week. This is a varied role suited to a dynamic, versatile professional eager to work in a European, mission-driven organisation.

KEY RESPONSIBILITIES

Administration & Finance

- Provide administrative support, including responding to queries, verifying contracts, and ensuring compliance with Belgian law (e.g., preparing and filing documents to the *Moniteur Belge*).
- Support the organisation's financial management, including:
 - Monitoring and optimising financial spending.
 - Managing incoming and outgoing invoices with members and service providers; coordinating with the accountant.
 - Tracking budgets, preparing expenditure reports aligned with approved budgets, and assisting in financial reporting.
 - Supporting audit processes.
- Assist with the preparation of grant applications, financial reporting, and overseeing timely execution of grant-funded projects.
- Support the Executive Director in preparing financial and statutory documents for the Board and AGM, including drafting meeting minutes.
- Assist with other legal, administrative, and HR-related tasks.
- Maintain and update the contacts database.

Events & Office Management

- Lead the organisation of Eurosif events and member meetings, including planning, logistics, coordination with speakers and participants, venue arrangements, catering, and on-site support.
- Ensure smooth delivery of all events – both in-person and online – from conception to execution and follow-up.
- Support broader team and office logistics as needed.
- Oversee office management (facility coordination, supplier relations, procurement of office supplies).
- Arrange travel for team members.

Business Development

- Lead and manage the rollout of the **Eurosif Club** initiative, including:
 - Identifying and approaching target companies.
 - Presenting the Eurosif Club and its benefits.
 - Managing onboarding and administrative processes (application forms, contracts, invoicing).
 - Ensuring delivery of benefits to Club members and maintaining partner satisfaction.

Please note: this list is not exhaustive. The selected candidate may be asked to support additional tasks as needed.

ROLE REQUIREMENTS

Essential

- Written and spoken fluency in **English and French**.
- Minimum **three years of relevant experience** in operations, project, or office management, ideally in a similar organisation.
- Proficiency in **Microsoft Office** (Excel, Word, PowerPoint, Teams).
- Professional, reliable, well-organised, and able to prioritise and multitask.
- Dynamic and proactive, with a positive and dedicated mindset.
- Strong attention to detail; able to work collaboratively and balance multiple priorities.
- Team-oriented, yet able to work independently.
- Legal right to work in Belgium.

Desirable

- Previous experience in an **international** or European organisation.
- Experience in **project and grant management** and/or **business development**.

What We Offer

- **Long-term Belgian contract (CDI).**
- Competitive compensation aligned with experience and skills.
- A dynamic, international, mission-driven environment.
- Exposure to **EU advocacy**, and engagement with investors and multi-stakeholder initiatives.
- Opportunities for **professional growth** and skills development.
- Flexible, **hybrid working** arrangements.

APPLICATION PROCESS

Please send your application titled “**Operations & Project Manager: (Last Name)**”, including your **CV** and **cover letter/email**, to contact@eurosif.org by **5 January 2026 at noon**. Only complete applications will be considered.

ABOUT EUROSIF

Eurosif – the European Sustainable Investment Forum, is the leading pan-European association promoting sustainable finance at the European level. Its membership is comprised of Sustainable Investment Fora (SIFs) from across Europe. Most of these SIFs have a broad and diverse membership themselves, including asset managers, institutional investors, index providers and ESG (Environmental, Social and Governance) research and analytics firms. Eurosif and its members are committed to the growth and development of sustainable finance and support the development of EU rules which are fit-for-purpose and facilitate the financial industry’s contribution to a just transition.

A full list of Eurosif’s members can be found [here](https://www.eurosif.org) and further information is available at: www.eurosif.org