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## **Membership and Sponsorship Manager**

Ecsite is the European network of science centres and museums and counts 320 members active in science engagement. Ecsite's vision is to foster creativity and critical thinking in European society, emboldening citizens to engage with science. Its mission is to inspire and empower science centres, museums and all organisations that engage people with science, and to promote their actions.

Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and best practice on current issues. To this end, Ecsite organises an international five-day Annual Conference that welcomes 1,200 professionals in science communication and a Directors Forum that gathers about 100 Senior Managers; offers different services to its members; and is involved in numerous collaborative projects, many of the latter being co-financed by the European Commission.

Our Executive Office is located in Brussels, in the attractive and easily accessible Avenue Louise neighbourhood (Ixelles).

### **Main responsibilities**

The Membership and Sponsorship Manager is part of the Communications & Events Team at Ecsite. She/he has the following main areas of responsibilities:

#### **Membership and Sponsorship**

- Develops and implements the sponsorship programme
- Coordinates membership development
- Ensures Members' management: databases, application process.
- Implements and collects data from surveys to members
- Contributes to the organisation of Ecsite events: Conference, Directors Forum, Annual General Meeting,...

### **Place in the organisation**

The Membership and Sponsorship Manager collaborates with the 10 other Ecsite team members. He/she reports to the Executive Director.

### **Requirements**

You are experienced, proactive, service oriented and very well organised, with strong interpersonal and communication skills. You like challenges and you have the following knowledge and competencies:

- Strong understanding of membership environment with a demonstrable track record
- Knowledge and understanding of recruitment for membership
- Knowledge of sponsorship schemes
- Servicing existing sponsors and developing other revenue streams
- Excellent knowledge of SAP system
- Fluency in English and preferably in another language
- Excellent oral and written communication skills, including ability to interact effectively and cordially with people.
- Excellent time management and organisational skills

- Autonomous, flexible and innovative with the ability to work in a small, dynamic and multicultural team

You are interested in and you share Ecsite's mission and values and are motivated to work for a science engagement organisation, in a non-profit and international environment.

#### Terms and conditions

Applicants must be able to legally live and work in Brussels.

We offer a one year contract, with an option to renew and is subject to Belgian social security and taxes.

Remuneration is linked to experience.

In addition to legal days of holiday, the candidate will receive 5 extra days of holiday per calendar year.

The work requires about four travels per year for periods of 2 to 8 days

Ecsite is committed to providing an equal opportunity work environment

#### Applications

Please send your application by email, including a motivation letter addressing the specific requirements of the job description, plus curriculum vitae in English, salary expectations and names and contact details of two references (will not be contacted before having the agreement of the candidate) to Florence Boivin, Administration & HR Manager info@ecsite.eu with "*Membership and Sponsorship Manager - Name of applicant*" in the subject line.

**Deadline:** 6 June 2022

Interviews should take place in Brussels on a rolling basis

**Preferred start date:** 16 August 2022 but this entry date is negotiable

We thank everyone for their application, but only short-listed candidates will be contacted for interviews.