

Programme Manager

European Artificial Intelligence Fund

Terms of Reference

The European Artificial Intelligence Fund is looking for a Programme Manager for a three year temporary position (renewable) based in Europe (preferably in Brussels) to coordinate grant making and management of the Fund.

Application deadline: August 31, 2020

Background

We are a group of European foundations working across industries dedicated to using our resources -- financial and otherwise -- to strengthen civil society and deepen the pool of experts across Europe who have the tools, capacity and know-how to catalogue and monitor the social and political impact of AI and data driven interventions and hold them to account.

Originally convened by King Baudouin Foundation, Mozilla, Luminate and Open Society Foundations in late 2019 and early 2020, we are a group of twenty national, regional and international foundations working in Europe.

Our long-term vision is to create an ecosystem for European public interest and civil society organisations to shape the direction of AI in Europe based on a diversity of actors and a plurality of goals that represents society as a whole. We are seeking a talented programme manager to help us accomplish this vision. This is approximately a \$2 million per year initiative with at least a 30 month commitment.

Role Description

As the Programme Manager leading this initiative, you will cultivate, support, and track a cohort of high-impact investments from our funding coalition. You will support the coalition administratively by acting as the liaison between the Network of European Foundations (where the fund will be housed) and the funders themselves. You will have experience in grant making in the digital, human rights or civil society fields and demonstrate strong diplomacy. You will empower the organizations you work with to recognize, design, and implement projects that address issues at the intersection of technology and society.

This role sits within the [Network of European Foundations](#).

Primary Responsibilities

Portfolio Management

- **Program Management:** Lead the execution of fund investments, including making critical decisions about timelines, balancing partner needs, and crafting systems and processes that will allow the investments to have maximum impact.
- **Grant Management:** Work with NEF operations team and individual funding organizations to track progress against grant goals and to forecast and track budget expenditures. Assure compliance with all NEF policies and procedures.
- **Mentorship:** Serve as an active thought partner and advisor to the grantees and funders, working with them both individually and as a cohort to advance their work and to cultivate meaningful connections for them within and beyond the European AI Fund. This portfolio will be at the intersection of technology and civil society in regional contexts across Europe; being able to effectively partner with them as a peer and mentor will be a key requirement for this role.
- **Strategy:** The AI Fund's strategy will benefit from the continuous learnings of the Programme Manager and steering committee as they gather and observe the Fund portfolio as well as developments within the AI field. The PM will help question, test and refine the AI Fund's strategy in support of the Fund's steering committee.

External Engagement

- **Partner Management:** Manage the fund's relationships with the civil society organizations where funds will be directed.
- **Funder Cultivation:** Drive ongoing collaboration with and reporting to the initiative's funders. Cultivate relationships with potential future donors and partners in collaboration with existing members.
- **Field Development:** Serve as a forward-thinking leader in the technology and civil society spaces, contributing findings from the program back to the field at large.
- **Policy & Advocacy:** Review developments in the AI field in order to spot opportunities for the AI Fund to support the activities of its grantees.

You Bring

Skills & Experience:

- 5-7 years of relevant job experience
- Significant knowledge of the digital field, and a good understanding of the A.I. challenges and opportunities in Europe
- Preferable experience leading complex grant-funded programs
- Experience working with civil society organizations, philanthropic institutions, or multi-actor collaborations
- Demonstrated expertise working across multiple countries and cultures
- Extensive experience working in Europe

- Demonstrated commitment to using technology to further social justice or strengthen civil society
- Excellent written and verbal communication skills
- Proven ability to work independently and in cross-functional, distributed teams
- Willingness to travel extensively, including internationally, to meet with project partners as appropriate and necessary
- Fluency in multiple languages relevant to the program's geographic focus areas preferred

What We Offer

- An exciting job opportunity at a newly established philanthropic initiative;
- Meaningful and challenging work;
- A diverse and inclusive workplace;
- A learning organization;
- A contract for three years, potentially renewable, for 37.5 hours a week (for Belgium); and
- A gross salary between 55,000 to 65,000 € annually (Belgian standard), depending on the level of experience (and based on an employee contract), accompanied by a generous benefits package. In case of a consultancy an equivalent package will be offered.

Jurisdiction

This position is based in Europe. We can hire in the jurisdictions of the United Kingdom and Europe.

Please note, this position is not eligible for work authorization sponsorship.

Application

If you are interested in being considered for this position, please send your CV along with a cover letter explaining how you are to fulfil the requirements of the role to Sarah Watson at sarahw@mozillafoundation.org, by August 31st, 2020.

There's a desire for the successful candidate to assume his/her position as soon as possible.

Diversity

We are an equal opportunity employer and value diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

We aim to build an inclusive workforce that is reflective of the populations we support, and actively seek applications from those who are marginalized and underrepresented. We are committed to providing reasonable accommodations to applicants and colleagues with disabilities.