

## Terms of Reference

# Programme Officer – European AI Fund

The programme officer will be responsible for the coordination and administrative/financial support of the European AI Fund at the Network of European Foundations (NEF). The position is based in Brussels, at NEF Brussels Office in Philanthropy House on Rue Royale 94.

### **About the European AI Fund:**

The European AI Fund is a collaborative funding initiative of foundations active in Europe, hosted by the Network of European Foundations (NEF). The fund's long-term vision is to promote an ecosystem of European public interest and civil society organisations working on policy and technology, based on a diversity of actors and a plurality of goals that represents society as a whole.

The NEF Secretariat provides the legal structure for the Fund and will issue the contract for the Programme Officer. The European AI Fund is designed by the foundations that own the initiative (Steering Committee Members). The NEF Secretariat carries out the implementation of the European AI Fund's strategy through its dedicated programme team.

The Programme Officer is a key point of contact for civil society organisations seeking and receiving funding by the European AI fund, as well as for the different foundations working with the European AI Fund. The position includes the management of a portfolio of grants. The Programme Officer will contribute to the implementation of grant-making, capacity development and the evaluation and monitoring of projects/ European AI Fund's programmes.

This is an opportunity to be part of a new initiative, while learning from and working within an established organisation.

The following roles will be taken up by the Programme Officer in coordination with the AI Fund Director and the NEF secretariat (back office):

- ❖ Coordination and secretariat:
  - Prepare and follow-up decision-making on strategy and implementation in foundation committees governing the thematic funds (open call, Covid call for the time being);
  - Coordinate meetings and internal communications of the Working Groups and SC committees;
  - Foster exchanges between stakeholders in the fund's thematic areas;
  - Provide administrative and logistics support where needed;
  - Manage the application system for the AI Fund's calls;
  - Provide support on the implementation of the European AI Fund communication strategy (website updates, pamphlets...);
  - Prepare submission and reporting to the donors involved in the European AI fund;
  - Monitor and inform internal and external stakeholders about developments in the fields of the European AI Fund;
  
- ❖ Grants management:
  - Follow the implementation of grantees' projects including contracts and other administrative tasks;
  - Be a contact point for grantees and other organisations in the field;

- Support the development and implementation of capacity development activities for grantees;
- Extract project learnings to contribute to the evaluation of the European AI Fund work;
- Support NEF legal enquiry with regard to Fund operating modalities to make sure NEF is compliant in its disbursement scheme per focus countries;
- Liaise with NEF for all financial disbursements to ensure proper recording of Fund expenditure and of Fund income;
- Support the evaluation of project proposals;
- Follow the European AI fund' multi-annual budget to be approved by the Steering Committee.

The person we are looking for is flexible with a proactive outlook. We are looking at a motivated, independent team member that will be able to integrate into different streams of work and groups.

**Requirements:**

- Minimum three year of professional experience;
- Interest in digital rights, and shaping Europe's digital transformation;
- Programme Management experience, including the coordination of planning and logistics for meetings and convenings;
- Excellent organisational skills and capacity to prioritize;
- Attention to detail essential;
- Knowledge and familiarity with networks and NGOs; and of the EU decision making;
- A Masters degree in a relevant field is preferred;
- Excellent English language written and verbal communication skills; fluency in another European language is preferred.

**Contract and conditions**

Full-time position (37,5 hours/week). One year term with possibility of renewal.

A gross salary between 38,000 to 50,000 € annually, depending on the level of experience, accompanied by a generous benefits package.

Send your CV and a statement of motivation to [frederike.kaltheuner@nef-europe.org](mailto:frederike.kaltheuner@nef-europe.org) with "Programme Officer – European AI Fund <name>" in the subject line.