



WOMEN AGAINST VIOLENCE EUROPE  
WAVE Network and European Info Centre against Violence  
Bacherplatz 10 / 6 | 1050 Vienna, Austria  
Phone: +43 (0)1 548 2720 | Fax: +43 (0)1 548 2720 27  
E-mail: office@wave-network.org | www.wave-network.org  
ZVR: 601608559

## WAVE JOB VACANCY

<b>Position</b>	<b>WAVE Grant Development and Monitoring Evaluation Coordinator</b>
<b>Working hours</b>	<b>37 hours per week</b>
<b>Contract type</b>	<b>Study leave cover from September 2022 – September 2023</b>
<b>Salary</b>	Between <b>€2.661 – €3.218</b> monthly gross salary ( <b>14 salary payments per year</b> ) based on relevant experience and qualifications, according to the Austrian Social Economy Collective Agreement (SWÖ-KV) Group/level range: 8/2-8/6
<b>Basic Conditions</b>	<ul style="list-style-type: none"><li>• Applicants must have a valid working and residence permit for Austria</li><li>• At least 4 years professional work-experience in fundraising in the NGO sector</li></ul>
<b>Application Deadline</b>	<b>Sun 18<sup>th</sup> September, 23:59h CET</b>

## ABOUT WAVE

WAVE is a network of 160 women's NGOs in 46 European countries, who are all working towards tackling and preventing violence against women and their children. Our members are mainly women's specialist services such as shelters, centres, and helplines, some are also national networks of such organisations.

WAVE's main areas of work are:

- 1) Advocacy & campaigning for a) better legislation, and implementation of existing legislation to tackle violence against women and b) sufficient funding for women's specialist services,
- 2) Capacity building and networking for our members through trainings, conferences and partnership projects,
- 3) Data Collection on the status of WSS in our member countries which is published every 2 years. WAVE also publishes regular newsletters, social media posts, blog contributions and an online magazine Fempower.

## ABOUT THE POSITION

WAVE is looking for an experienced, proactive and *enthusiastic Grant Development and Monitoring Evaluation Coordinator* to ensure effective resource mobilization for WAVE, management of funder relationships and effective recording as well as demonstrating of WAVE's work and its impact.

### 1) This role will have the following main responsibilities:

- Proactive financial resource mobilization for the WAVE network, focused on developing and writing grant applications as well as project proposals, in consultation with the Executive Manager
- Identifying and attracting new partners and potential funders to support WAVE's work as well as maintaining donor relationships
- Ensuring effective budget development and related spending
- Ensuring effective monitoring and evaluation of WAVE core activities and project work, to demonstrate its impact.

### 2) To be considered for this role you should have the following respective experiences and skills:

- At least 4 years proven fundraising experience in the NGO and/or public sector.
- At least 3 years experience in effective Monitoring & Evaluation of NGO project and core work.

- Ability to work on own initiative and proactively contribute to effective fundraising and developing funder relationships as well as maintaining these.
- Proven skills of developing and implementing monitoring & evaluation work.
- Ambitious and driven to achieve impact.
- Excellent English AND German language skills.

**A complete job description for this position is attached to this announcement.**

### 3) General Information

- **CV in Europass format** (in English) <https://europass.cedefop.europa.eu/documents/curriculum-vitae>. Please note that we are unable to accept any other form of CV and will disregard your application should it not contain a CV in Europass format.
- In the area of **work-experience on the CV**, applicants are asked to **list information** on:
  - Beginning and end dates of (paid and volunteer) work
  - Name and country of employer
  - Type of organisation (i.e. government institution, NGO, educational institution etc.)
  - Position held
  - Main tasks and responsibilities
- **Expression of interest (max. 2 A4 pages)**, outlining why you believe to be the most suitable candidate for this position.

#### Please note:

- Only if you should be invited and successful in an interview, WAVE will request two reference letters. **It is not necessary to submit reference letters with your written application.**
- This position is only open to female applicants for the following reason: Additionally, to its advocacy, lobbying and capacity building work, WAVE also supports a number of women directly affected by gender-based violence and complex trauma. This position requires some contact with such women and is therefore only open to female applicants.
- You need to have a residence permit and/or work permit in Austria to be selected for this position.

### 4) Prospective Interview Date(s):

WAVE will organize two rounds of interviews with successful candidates. The dates suggested below are subject to adaptation. Individual time-slots will be agreed with successful candidates.

- **First interview round: Week of 19<sup>th</sup> or 26<sup>th</sup> September**