



WOMEN AGAINST VIOLENCE EUROPE  
WAVE Network and European Info Centre against Violence  
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## WAVE JOB VACANCY

<b>Position</b>	<b>WAVE Grant Management Coordinator</b>
<b>Working hours</b>	<b>37 hours per week</b>
<b>Contract type</b>	<b>Unlimited</b>
<b>Salary</b>	Between <b>€3.230 – €3.514</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: 8/2-8/4. Group/level range can be adapted based on experience and qualifications.
<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 3 years professional experience in grant management in the NGO and/or public sector, including creating and maintaining donor relationships</li></ul>
<b>Working Location</b>	<b>Vienna, Austria</b>
<b>Starting Date</b>	<b>As soon as possible</b>
<b>Application Deadline</b>	Please note that WAVE is <b>recruiting on a rolling basis</b> and will <b>close the application process once the successful candidate is selected.</b>

### ABOUT WAVE

WAVE is a network of over 170 women's NGOs in 46 European countries, who are all working towards tackling and preventing and combating 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 and proactive Grant Management Coordinator to ensure effective resource mobilization for WAVE, management of funder relationships and effective evidencing of WAVE's impact

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

- Proactive financial resource mobilisation focused on developing and writing grant applications, project proposals and reporting in consultation with the Executive Director and Finance Manager
- Manage, coordinate and implement ongoing WAVE Re-granting initiatives to WAVE Members
- Ensure effective monitoring and evaluation of WAVE core activities and project work, to demonstrate its impact

- Identify and attract new partners and potential funders to support WAVE's work as well as maintain donor relationships

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

- At least 3 years proven grant management experience in the NGO and/or public sector.
- At least 3 years experience in effective Monitoring & Evaluation of NGO project and core work.
- Experience in donor based fundraising desirable.
- Ability to work on own initiative and proactively manage grants as well as funder/donor relationships.
- Proven skills of developing and implementing monitoring & evaluation work.
- Ambitious and driven to achieve impact.
- Excellent English language skills
- Strong writing skills in German

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

## 3) What you can expect

- A diverse, multifaceted area of work in a motivated and dynamic team within a strong international network
- A meaningful, appreciative and family friendly working environment
- Flexible working hours and possibility to partially work from home
- Interesting, specialised training and development opportunities
- A centrally located office with good connections to public transport
- At least 25 days of annual leave additionally to 16 public holidays in Austria
- A monthly gross salary between **€3.230 – €3.514** monthly gross salary (**14 salary payments per year**) based on relevant experience and qualifications, according to the Austrian Social Economy Collective Agreement (SWÖ-KV) Group/level range: 8/2-8/4. Group/level range can be adapted based on experience and qualifications.

## 4) 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
- **Cover letter (max. 500 words)**, outlining why you believe to be the most suitable candidate for this position.

**Please note:**

- **IMPORTANT: WAVE can only consider applications that fulfil the key criteria, outlined in point 2 of this document.**
- Please note that WAVE is **recruiting on a rolling basis** and will **close the application process once the successful candidate is selected.**
- **Only if you should be invited and successful in an interview**, WAVE will request **two reference letters**. It is not necessary to submit these reference letters with your written application.
- You need to have a residence permit and/or work permit in Austria to be selected for this position.
- This position is open to **all women** for the following reason:  
WAVE 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.