Position Title: Programmes & Grants Officer
Job type: Full-time Employment
Estimated Start Date: Spring/Summer 2020
Location: JSL PBF Athens Office | Pallas Athena Building, 4 Xenias Str., Kifissia

Key Responsibilities

The Programme Officer’s duties and responsibilities will include, but not be limited to, the following:

• Identifying and carrying out research on potential projects/programmes and partnerships that best suit the objectives of the Foundation.
• Carrying out evaluation of grant applications with a view to making recommendations to the Foundation’s appraisal committee.
• Monitoring the progress and evaluating the social impact of the Foundation’s active programmes and grants.
• Managing ongoing partnerships with the Foundation’s grantees to help enhance the effectiveness and viability of their work.
• Handling administrative tasks related to the position.
• Conducting field visits, participating in meetings and public events as the Foundation’s representative and preparing written and oral presentations and reports as part of the aforementioned responsibilities.
• Any other duties as reasonably required.

Qualifications & Skills:

• Bachelor’s and Master’s degrees (one degree, preferably from University outside of Greece).
• Previous experience in project management.
• Preferable experience in the non-profit sector and knowledge of the civil society.
• Demonstrable passion and drive for the third sector.
• Excellent written and verbal communication ability in both Greek & English.
• Proficiency in MS Office (Word, Outlook, Excel and PowerPoint) and experience using workflow and CRM programmes.
• Knowledge of Graphics Package Software such as InDesign and Photoshop.
• Familiarity with budgeting.
• Strong analytical and organisational skills.
• Ability to multi-task, prioritise effectively and meet deadlines.
• Motivation and self-confidence, with the ability to take initiative when needed and work both independently and as a team player.
• Flexible approach and willingness to accommodate changing circumstances.
• Positive “can-do” attitude and strong interpersonal skills.