

VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION

Position: Executive Assistant to Chief Programme Officer
Team: Programme Team
Reports to: Chief Programme Officer
Based in: The Netherlands
FTE: 80-100% (4-5 days a week)
Salary: Korn Ferry Level 12 (EUR 2,540 – EUR 3,493 gross per month)
Desired start date: 15 February



ABOUT THE FOUNDATION

The Van Leer Foundation is an independent Dutch organisation working globally to foster inclusive societies where all children and communities can flourish. We do this through three main activities:

- A Good Start – our flagship programme on early childhood development;
- Van Leer Institutions – promoting inclusive societies through the human sciences and the arts;
- The Endowment – financing our philanthropic activities, with an allocation for mission-related investments.

THE POSITION

The Executive Assistant will support the Chief Programme Officer (CPO) working in the Hague to successfully implement the Foundation's new programmatic strategy. The Assistant will also support the CPO to manage a globally decentralised team based in Brazil, India, Israel, Jordan and the Netherlands.

We are looking for a seasoned executive assistant that possesses a calm and organised approach to work. They should also have prior experience working with senior leaders managing large teams. Our ideal candidate can maintain a high level of professionalism and prioritisation despite busy schedules, and enjoys collaborating with and coordinating a passionate and multicultural team.

PRINCIPAL RESPONSIBILITIES AND TASKS

Executive support:

- Provide administrative support to the CPO, including scheduling meetings and overseeing agendas with internal and external stakeholders.
- Participate in key meetings with external stakeholders, write summaries of main points and follow up on any strategic actions.
- Act as a gatekeeper to ensure the CPO can cover all responsibilities of the role and effectively manage the programme team.
- Prepare logistics and itineraries related to travel, and process associated expense claims in collaboration with the Travel and Events Officer.

Project management support, research, and writing:

- Assist the CPO in analysing and summarising large reports, internal memos, etc.

- Support the CPO with relevant grant-related administration, including proposal development, budget, contracts, workplan, monitoring and evaluation, and other relevant issues, in collaboration with other Programme Administrators.
- Support with the management of special projects on behalf of CPO.
- Draft clear and professional correspondence for CPO upon request.
- Create presentations in discussion with CPO and the communications teams and/or provide proofreading and formatting support.
- Conduct web-based research tasks and summarise findings upon request.

General office and financial administration:

- Jointly responsible for reception tasks and overseeing office supplies.
- Process general invoices and consultant claims.
- Support in the organisation and logistics of events upon request.
- Provide cover for other Executive Assistants during periods of leave.

PROFESSIONAL CONTACTS

Inside the Foundation: Chief Programme Officer, Programme Team, Director Programme Support and Learning, Travel and Events Officer, Communications Team, Executive Assistant CEO, and other relevant Foundation staff.

Outside the Foundation: CPO's contacts and grantees/contractors managed by CPO

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Bachelor's degree in business, social sciences or other relevant field or equivalent professional experience.
- Minimum of 8 years of progressive professional experience with at least 3 years in an executive assistant or programme coordinator role.
- Strong writing and editing skills in English along with good analytical skills.
- Basic understanding of the social sector.
- Experience working with or within philanthropic foundations is a plus.
- Well-developed emotional intelligence, including self-awareness, self-management and empathy.
- Able to manage sensitive information with confidentiality and care.
- Outstanding communications and teamwork skills across different time-zones and cultures.
- Excellent planning and organisation skills and able to meet deadlines.
- Proficiency with Microsoft Office and a fast learner of other digital technologies.
- Takes initiative to provide support and improve systems and processes.
- Working knowledge of basic budget and accounting procedures.
- Interest in and passion for the mission of the Foundation.

Languages

- Fluent English, both speaking and writing.
- Proficiency with other languages used in our work is desirable, such as Arabic, Dutch, Hebrew, Hindi, Portuguese or Spanish.

Organisational-wide competencies:

- Teamwork

- Learning ability
- Results-oriented

Job- specific competencies:

- Written communication
- Adaptability
- Client-oriented
- Integrity

HOW TO APPLY

If you are interested in this position, please send your CV and cover letter in English before 22 December 23:59 GMT to EACPO_vacancy@bvleerf.nl

For any questions, please contact Agnes Buis at Agnes.Buis@bvleerf.nl