

Director of Programmes

On-site · Programmes · Full time

Brussels, Brussels, Belgium

OVERVIEW APPLICATION

Description

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The European Endowment for Democracy (EED) seeks an **international manager** to lead its programme work and provide strategic advice to the Executive Director on the implementation of EED's mandate in a complex and evolving international context.

The candidate should bring on board at least 15 years of managerial experience in international relations, implementation of democracy support programmes and projects as well strategic analytical capacities. This should include at least 10 years of managing structured teams of 10 or more staff.

We expect the candidate to present examples of own publications or analytical pieces in recognised thematic magazines or portals.

We are looking for an EU, UK or EFTA countries national able to present National Security Clearance Certificate before taking up duties.

Field experience as well as knowledge of languages relevant to EED's geographic mandate would be an important asset.

Main Responsibilities

- Provide strategic leadership and oversight of EED's programme portfolio.
- Advise the Executive Director on policy, strategy, and programme priorities.
- Ensure high-quality design, implementation, and coaching of democracy support programmes.
- Lead and manage a structured team of programme managers.
- Contribute to EED's analytical and policy recommendations output and external representation, as required.

- Advise the Executive Director on international political contexts, programmatic strategy, and programme priorities.
- Develop and maintain contacts with high level government officials, representatives of the EU institutions as well as relevant international organisations and non-governmental organisations to ensure programmatic information exchange and synergies of EED support.
- Coordinate EED's programmatic input to EU institutions, Member States and EU policy makers and other international donors.

Profile

- Minimum 15 years of managerial experience in international relations and democracy support programmes.
- At least 10 years' experience in managing teams of 10 staff or more.
- Strong strategic and analytical skills, including a record of published opinion or analytical work in recognised thematic outlets.
- Proven ability to operate in politically sensitive and challenging environments, notably in the European Neighbourhood and beyond.

Eligibility

- National of an EU Member State, the United Kingdom, or an EFTA country.
- Ability to obtain and present a National Security Clearance Certificate prior to appointment.

Assets

- Relevant field experience.
- Knowledge of languages relevant to EED's geographic mandate.
- In-depth management experience of grant-making in the European Neighbourhood and beyond.

How to Apply

Please apply online via our recruitment portal. Your application must include:

- A one-page motivation letter that includes a list (or links) of publications or analytical/opinion pieces in recognised thematic magazines or portals (last 10 years only)
- Your CV (Europass format)
- Contact information for three professional references

Location: Brussels, Belgium

Starting: Autumn 2026

Contract type: Two-year fixed term, with possibility of extension

Salary: €13.970,96 gross/month + benefits (our package includes complementary health insurance (CIGNA), meal vouchers, public transport or bike allowance, 13th month salary, holiday allowance, paid leave, parental leave, weekly teleworking and annual training opportunities.

Deadline: 25 June 2026 at midnight Brussels time

All data is handled in accordance with EU data protection law. Pre-employment screening and criminal records checks are part of the recruitment process.

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