



Job description - February 2026

Role: Director
Role Summary: <p>To galvanise the European network of Friends of the Earth, in support of Friends of the Earth International’s mission, vision, values and strategy, and lead its European Office of in pursuing this goal.</p> <p>The Director is responsible for the political and strategic leadership and operational management of FoEE. This role ensures the effective coordination of the FoEE network, oversees programmes and operations, and represents the organisation at the highest levels with donors, the Executive Committee, allies and key stakeholders.</p>
Reports to: Chair of Friends of the Earth Europe Executive Committee (ExCom)
Management team Reporting: <ul style="list-style-type: none">• Finance Coordinator• Communications Coordinator• Network Coordination• Programme Coordinators• People, Culture and Well-Being Coordinator
Key responsibilities: <ol style="list-style-type: none">1. Strategic and Political Leadership<ul style="list-style-type: none">• Lead the development and implementation of FoEE’s strategic plan in close connection with member groups, ensuring alignment with organizational values, and building on previous strengths and successes of both the European office and member groups.• Act as an effective spokesperson, demonstrating strong political leadership, external vision, and communication skills. Provide high-level advocacy and representation for FoEE, engaging with EU institutions and key stakeholders.• Identify and develop new areas of work in line with the strategy, including horizon scanning of political, economic, and social contexts to identify new opportunities.• Ensure integration and coherence of FoEE work with Friends of the Earth International’s priorities.2. Coordination and Capacity Building<ul style="list-style-type: none">• Ensure participatory annual planning, monitoring, and evaluation processes to ensure the implementation of the strategic plan. Lead on setting, reviewing, and implementing organisational priorities.• Ensure good coordination among programmes and cross-cutting activities, fostering clarity in structure

and processes to enable staff focus on delivery. Oversee the implementation and effectiveness of all programs and alliances, ensuring alignment with the organization's mission.

- Ensure good coordination and communication between member groups and the office, including Young Friends of the Earth Europe, providing training and development, with a focus on capacity building for grassroots community organising and mobilisation.
- Commit to ensuring youth participation in the organisation's structures.

3. Staff Leadership

- Foster a positive and productive work environment, prioritising internal care and staff development, and embodying a people-centered leadership approach with warmth and approachability, engaging effectively with all staff.
- Line manage the currently six members of the Coordination and Management Team and the Fundraising Coordinator, providing leadership, support, and performance management.
- Address and surface conflicts constructively, ensuring a respectful and inclusive work environment.
- Recognise successes and maintain a forward-looking, positive spirit.

4. Fundraising

- Implement the fundraising strategy to support the organisation's strategic plan and annual work plans.
- Build and maintain strong relationships with donors, providing regular updates on progress and financial status.
- Cultivate strategic alliances to secure funding and resources, leveraging strong fundraising ability.

5. Organisational Management and Governance

- Ensure robust financial management, budgeting, and compliance with financial regulations.
- Serve as the primary liaison with the Executive Committee, plan meetings, provide reports and recommendations, and implement all relevant decisions.
- Lead the Coordination and Management Team, fostering a participatory leadership style and shared decision-making.
- Review and develop management structures and systems to lead organisational change as required and to lead and manage office to ensure successful delivery.
- Fulfill all duties and obligations pertaining to the organisation under Belgian law and ensure financial and administrative requirements. Implement and monitor policies and procedures to ensure compliance with legal, ethical, and organisational standards. Manage organisational risks and ensure appropriate risk mitigation strategies are in place.

Support to the director

FoEE recognises that a successful Director does not act alone, and needs support. The following non-exhaustive list is an overview of how the FoEE office will support the Director:

- Goodwill, openness, support, loyalty, and trust.

- Clear communication of expectations and needs.
- Constructive feedback, including raising issues when things are not working.
- Commitment to carrying out responsibilities effectively.
- Recognition of successes and a forward-looking, positive spirit.
- Shared responsibility for decision-making, preparing to take on delegated tasks.
- Consideration of support needs for the Director, to balance internal and external responsibilities - including - if budget allows - putting in place an executive assistant.

Qualifications and Experience

- **Values:** Alignment with organisational values, and integrity in living and leading those values internally and externally.
 - Ecological and cultural diversity
 - Peoples' sovereignty, human and peoples' rights, freedom from oppression
 - Equity and environmental, social, economic, gender and racial justice
 - Clear, transparent and collaborative decision-making processes
 - Solidarity, responsibility, and empowerment
 - Self-care, mutual respect and care for each other and the planet
- **Leadership skills:**
 - A people-centred leader who prioritises internal care and supports staff development.
 - Strong political leadership in a challenging European context, external vision, and proven experience acting as an effective spokesperson.
- **Topical knowledge:**
 - A solid understanding of European politics, social, environmental and global justice trends, along with the changing political context influencing FoEE's agenda.
 - A good understanding of network development, community organising and capacity building.
- **Experience:**
 - A successful track record of at least 7 years of strategic leadership and participatory management within a complex operating environment, including inspiring, creating, building and sustaining teams to achieve results.
 - Demonstrable experience leading strategy development and implementation for a complex and diverse membership organisation.
 - Demonstrable experience of having conceived, planned and delivered successful campaigns involving partner organisations to deliver system change.
 - Demonstrable achievements in fundraising.
 - Strong negotiation skills
- **Languages:**
 - Fluency in English
 - French or Dutch is desirable (for dealings with Belgian authorities)
 - Additional European languages are an asset.

