

Job advertisement

Fundraising & Partnerships Manager

(Public Funding + Foundations / Europe)
(m/f/d)
(home office / full-time / €55,000–€65,000 base plus performance bonus)

We are the independent, non-profit organisation dedicated to investment screening and economic security. We connect regulators, investors, law firms, and academia in a high-trust environment that rarely exists elsewhere. Together with our stakeholders, we develop best practices and standards that shape the balance between investment security, open markets, and competitiveness. We deliver independent technical and strategic advisory and produce research with high practical impact.

To strengthen our financial sustainability and scale our mission-driven work, we are seeking a **Fundraising & Partnerships Manager (Europe)** to lead the identification, development, submission, and administration of **public funding** (state, federal and EU) and **private philanthropic funding** (foundations and mission-aligned donors), with a focus on both **core funding** and **project funding**.

This role works closely with the CELIS leadership team and requires high ownership, excellent writing skills, and the ability to manage multi-stakeholder processes end-to-end.

Role

Funding acquisition & partnerships (approx. 70%)

- Build and maintain a structured funding pipeline across **Public funders** (EU Member State programmes and EU funding (core funding and project grants)) and **Private funders** (philanthropic foundations, mission-aligned donors, and where appropriate, corporate/philanthropic engagements aligned with CELIS' independence and values).
- Identify suitable calls and opportunities; assess eligibility; prepare clear go/no-go recommendations.
- Lead proposal development end-to-end: concept notes, narratives, work plans, budgets, and annexes.
- Coordinate internal inputs (research, events, finance) and external partner contributions (consortia/coalitions).
- Maintain a “funder relationship map”: prepare briefs for meetings, draft follow-up materials, and manage relationship hygiene.
- Build and manage a library of reusable assets: institutional deck, standard annexes, project descriptions, bios, references, and writing blocks.

Grant management & compliance (approx. 25%)

- Serve as “grant owner” post-award: reporting calendars, deliverables tracking, documentation discipline, and audit readiness.
- Ensure alignment between programme delivery and grant conditions, including visibility/communications requirements.
- Coordinate with finance/operations to ensure compliant budgeting, time recording, and documentation.

Institutional support (approx. 5%)

- Professionalise CRM/documentation (pipeline tracking, templates, partner database, standard operating procedures).
- Contribute to the Institute’s strategy for funding diversification and multi-year sustainability.

What success looks like (first 6–12 months)

- A transparent, actively managed funding pipeline (EU + Germany + foundations) with clear priorities and timelines.
- A steady cadence of high-quality submissions and partner-building activity.
- Funded projects secured (depending on call cycles) and a grant-management system that is audit-ready.
- A repeatable internal process and asset library that reduces proposal “friction” and increases win-rate over time.

Candidate profile

Required

- 3–6+ years of relevant experience in institutional fundraising, public funding acquisition, and/or grant management.
- Demonstrable track record drafting strong proposals and managing complex application packages.
- Strong project management skills (multi-input coordination, deadlines, document control).
- Excellent written and spoken English; ability to produce clear, persuasive donor-facing texts.

Highly desirable

- Working knowledge of EU funding and institutions (e.g., Horizon Europe, CERV, Erasmus+, EACEA-managed programmes, DG calls; or comparable).
- Familiarity with German federal/state or other EU Member State funding environments (ministries, agencies, Berlin-based ecosystems).
- Experience engaging philanthropic foundations and drafting foundation proposals (including unrestricted/core funding asks).
- German language capability.
- Background in think tanks, NGOs, academia, policy organisations, or regulated industries.
- Familiarity with Microsoft Teams.

Eligibility

- Residing in Germany
- EU/EFTA/Swiss citizenship or a permit enabling work for a Germany-based employer.

Application

Please email CV and a short cover letter explaining your fit for public funding (EU/Germany) and/or foundations and your salary expectations to: backoffice@celis.institute. If available, include writing samples (sanitised excerpts are acceptable) demonstrating proposal drafting, reporting, or similar grant deliverables. Applications are reviewed on a rolling basis until the position is filled.

Berlin, January 2026

Prof. Dr. Steffen Hindelang, LL.M. | CELIS Institute gUG