STEM EDUCATION DEVELOPMENT COORDINATOR (Ref: SciEduDept-2021DMC1)

Interested in improving education, especially in Science, Technology, Engineering and Mathematics (STEM), including sustainability, future careers, professional development of teachers, and more? Do you like to interact with companies and other organisations to get them to contribute to improving education in Europe? Do you like coordinating the relationship with different organisations and running outreach campaigns? If yes, this job announcement will interest you.

EUN Partnership AISBL (known as European Schoolnet) runs 40+ projects on a yearly basis, many of them under European action programmes but also funded with the support of companies, mostly in education, research, and technology. A solid management framework, including management processes and tools validated through the years and in different contexts are in place to support everyday activities of projects implemented across Europe and beyond.

European Schoolnet is looking for a STEM Education Development Coordinator to join our Science Education Department in Brussels (Vacancy Reference: SciEduDept-2021DMC1). This position will give an excellent opportunity to further expand your already existing expertise and knowledge in development, managing donors, fundraising, and marketing, in a European environment liaising with colleagues and partners from all over Europe on STEM education. The successful candidate will be responsible for coordinating all the Science Education Department relationships with companies and will get to liaise with all other team members to connect the activities with the different projects running in parallel in the team, while reporting directly to the Head of the Science Education Department.

MAIN TASKS
This list is for indicative purposes only. It will be adapted to meet the priorities of the organisation and in response to skills demonstrated by the project manager. Tasks will include:

- Managing a private-public STEM education initiative including ensuring the implementation of education activities as well as managing the relation with donors
- Manage portfolio of industry partners / donors active in the STEM education sector.
- Build new donor relationships while maintaining ongoing ones.
- Network and maintain regular correspondence with donors.
- Prepare and present regular reports on progress towards fundraising goals.
- Write content to earn grants, new audiences and better relationships with donors and other corporations.
- Generate donor communications, newsletters, and annual report (with the support of communications colleagues).
- Coordinate communication campaigns connected to specific donors’ requests (with the support of communications colleagues).

PROFILE AND SKILLS
- Minimum one year of effective experience developing donor relationships or fundraising.
- Experience coordinating campaigns, activities, or partners.
- Excellent communication skills to understand the needs of the donors and be able to present the services of the organisation in a way that fit these needs.
- Good analytical skills to gather and interpret data in relation to the marketing campaigns
- Very good writing skills to effectively communicate our organisation’s story to target audiences
- Very good spoken and written English plus at least one other EU language.
- Very good organisational and time management skills
- Financial management experience (costing, budgeting, reporting, and monitoring)
- Attention to detail and being able to work independently is critical.
- Ability to thrive working in a fast-paced international environment.
- Masters’ degree preferably in science, science communication, Business Administration or Marketing.
- Experience and/or understanding of STEM education, STEM teaching and learning or development in STEM education would be a plus

USEFUL INFORMATION

- **Duration**: 1-year renewable
- **Deadline for applications**: until the position is filled.
- **Benefits**: Salary in line with experience and qualifications, meal vouchers, travel expenses support, (corporate) hospitalisation insurance DKV.
- **Location**: European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
- **Interviews** initial interviews will be scheduled on an ongoing basis and will take place online.
- **Unsuccessful candidates** will be informed once the position is filled.

HOW TO APPLY

Please send your **motivation letter and CV** in English, as one single file to **jobs@eun.org** with **agueda.gras@eun.org** in CC.

- Make sure to include the Vacancy Reference in the subject of the email.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf (no spaces)

ABOUT EUROPEAN SCHOOLNET

European Schoolnet ([www.eun.org](http://www.eun.org)) is the network of 32 European Ministries of Education (MoEs), based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: MoEs, schools, teachers, researchers, and industry partners. Since its founding in 1997, EUN has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society.

ABOUT THE SCIENCE EDUCATION DEPARTMENT AT EUROPEAN SCHOOLNET

STEM Education is one of the priorities of EUN’s MoEs. In the last 10+ years, this team has been involved in 50+ STEM education projects both EC funded (e.g., Scientix, the community for science education in Europe) and private funded (e.g., the STEM Alliance). The department consists of 20 colleagues, including project managers, pedagogical advisers, and communications officers.

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1 Remote working from a Belgian location while restrictions necessitate.
2 You can find different online tools to combine pdfs, e.g., [https://www.ilovepdf.com/](https://www.ilovepdf.com/)