
Operations Officer

Brussels-based position · full-time or part-time

Vibe Fund is looking for a highly organised and proactive Operations Officer to help make the Foundation's day-to-day work reliable, well documented and ready to scale. This is a practical, cross-functional role for someone who enjoys bringing structure to complex work, supporting colleagues and improving how an organisation operates.

Reports to: Senior Director of Operations

Contract: Full-time or part-time employment, ideally between 0.6 and 1.0 FTE.

Location: hybrid: Brussels-based and remote. Possibility of desk space.

Candidates must have the right to work in Belgium.

About Vibe Fund

Vibe Fund is a strategic re-grantor supporting the political conditions for climate action. Our vision is for climate, nature and energy policies to be politically compelling and resilient, anchored in demand from people of all backgrounds. Our mission is to build diverse networks that support lasting policy change.

Established in 2025, Vibe Fund is now developing its grantmaking and organisational infrastructure. We are strengthening the systems, processes and controls that enable effective grantmaking, responsible stewardship of resources and high-quality support to our team and partners.

The role

Working across grantmaking, finance administration and organisational operations, the Operations Officer will coordinate the practical processes that keep Vibe Fund moving. The role will work closely with the Senior Director of Operations, the Special Assistant / Executive Coordinator, external advisers and service providers, and colleagues across the Foundation.

This role is distinct from executive support. It focuses on the workflows, records, systems and follow-up that help the Foundation operate effectively and sustainably.

Main responsibilities

Grantmaking and financial administration

- Coordinate grant files, due diligence, agreements, signatures, banking information, correspondence and grant trackers, including Fluxx.
- Support grant payments, supplier onboarding, invoice and expense-claim administration, and payment batches for review and approval.
- Maintain supporting records and help apply internal controls, approval thresholds and separation of duties consistently.

People, suppliers and organisational support

- Coordinate onboarding and offboarding, including documentation, equipment, access requests and follow-up with HR and payroll providers.
- Support leave, benefits, contract and personnel administration with appropriate confidentiality.

- Coordinate quotations, purchase requests, supplier documentation, contract records, renewals, insurance, memberships and recurring services.

Systems, records and governance

- Maintain policy, template and register version control and ensure organisational records are accessible, current and appropriately retained.
- Coordinate routine Microsoft 365, SharePoint and access requests with the external IT support provider; support Odoo, Fluxx and other operational tools.
- Maintain asset and equipment inventories and support recurring filings, renewals and organisational deadlines.

Planning, risk and process improvement

- Document practical processes, workflows and checklists so that work is repeatable, resilient and easier to hand over.
- Identify bottlenecks and recurring risks, and propose proportionate improvements or automation.
- Contribute to the Operations Manual, internal controls' matrix, risk register and business-continuity arrangements, and track agreed actions.

Your background and qualifications

- At least two years of experience in operations, administration, grants administration, finance administration or project coordination.
- Experience in philanthropy, an international non-profit organisation, foundation or association is an advantage.
- Comfort with Microsoft 365, SharePoint and digital collaboration tools; experience with an ERP, CRM or grants-management system is desirable.
- Excellent written and spoken English. French or another relevant working language is an advantage.

Your profile

- Accurate, dependable and proactive, with strong organisational skills and attention to detail.
- Able to manage competing priorities independently, keep stakeholders informed and follow work through to completion.
- Discreet and comfortable handling confidential information.
- A practical problem-solver who enjoys both hands-on coordination and improving the way things are done.
- Collaborative, service-oriented and motivated to contribute to a small, international and evolving organisation.

What Vibe Fund offers

This is an opportunity to join Vibe Fund at an important stage of its development and help shape the operational function of a growing philanthropic foundation.

- A Brussels-based role with hybrid working arrangements.
- Full-time or part-time employment, between 0.6 and 1.0 FTE, depending on the candidate's experience, availability and the needs of the role.
- A two-year fixed-term contract linked to the Foundation's current funding cycle, with any extension subject to future funding and organisational needs.
- A role designed to evolve as Vibe Fund grows, with potential progression.
- Salary competitive and commensurate with experience, responsibilities and the Foundation's compensation framework.

Application

Please send a CV and a short cover letter explaining your interest in the role to talent@vibefnd.org, please use "Operations Officer 2026" as the subject line.

Application deadline is set for **Sunday 20 September 2026 – 23:59 CET**.

Candidates must have the right to work in Belgium.

The expected start date will be agreed with the successful candidate.

Vibe Fund is committed to building a small, ambitious team that includes people from all walks of life. We welcome applications from candidates with diverse professional, social, cultural and political backgrounds. If you do not meet every criterion but believe your experience could enable you to succeed in the role, we encourage you to apply.