

The European AI & Society Fund is recruiting a Programme and Grants Officer to support our growing operations. We are looking for a highly organised person with a sense of initiative and a positive, pragmatic approach to join our small and friendly team. You will help us deliver our mission by handling financial and administrative tasks related to our grantmaking and funding, planning and delivering our events and supporting internal coordination.

- Full time (37.5 hours / week) with a possibility of 0.8 FTE.
- Gross Salary: 3.000€ – 3.400€ per month FTE depending on experience + benefits (Annual gross of approximately 42.000€–47.000€). At 0.8 FTE, this would mean a gross salary of 2.400€ – 2.720€ (Annual gross of approximately 33.500€–38.000€). This is a Belgian salary range with the 13th salary and holiday pay.
- Definite contract of 1 year (with possible of extension)
- Location: Brussels
- Work pattern: 60% presence at the office
- Occasional travel is required for this role
- Deadline for applications: 13 January 2026
- Interviews with shortlisted candidates will take place during the week of the 2nd of February and final interviews during the week of the 16th of February
- The desired start date for this position would be the start of March 2026

About the European AI & Society Fund:

The European AI & Society Fund mobilises a powerful public interest community in Europe to fight for Artificial Intelligence that serves people, society and planet. We award grants, build the field, fundraise and forge collective strategies. With funding from our 17 partners, we currently support more than 50 organisations around Europe. We are hosted by the Network of European Foundations (NEF) and run by a small expert team based in Belgium, France and Germany.

About the role

The European AI & Society Fund has experienced significant growth over the past years and is set to continue to expand the number of foundation and grantee partners. As our Programme and Grants Officer, you will play a crucial role in ensuring the smooth running of our operations. You will be responsible for the coordination and administrative and financial support of the European AI & Society Fund in close collaboration with its hosting partner the Network of European Foundations (NEF). The position is based at NEF's Brussels Office in Philanthropy House on Rue Royale 94. You will report to the EAISF Programme Manager and coordinate with the NEF Operations Team.

Responsibilities:

Grants management

- Assist with the dissemination of calls for proposals
- Assist with the logistics linked to the evaluation of project proposals
- Conduct due diligence for potential grantees and monitor changes, particularly where concerns are flagged
- Draft grant agreements and coordinate the contracting process
- Follow up on contractual obligations and address grantees' requests in collaboration with colleagues
- Keep our grants management system and other information management systems updated

Financial management

- Collect requests for payments and reimbursements, checking that the information is complete, and liaising with NEF to ensure timely processing
- Liaise with NEF for all financial disbursements to ensure proper recording of expenditure and income
- Support the EAISF team in financial planning and budgeting by providing up to date information

- Support grantees on questions relating to finance in collaboration with colleagues
- **Contracts management**
- Draft the contractual agreements with grantees, donors and consultants and liaise with NEF to manage signature, filing, reporting, request for payments and other relevant updates in our grants management system
- **Operations, logistics and events management**
- Help schedule and organise online and in person meetings for the EAISF stakeholders network
- Coordinate minute taking & recordings and share these through appropriate channels
- Coordinate the organisation of in-person meetings
- Support team members with travel arrangements
- Help prepare meeting documents
- Develop and ensure the smooth running of operations by improving existing IT, data management, internal communications and filing systems
- Support the EAISF's Co-Directors with diary management
- **External communications**
- Manage the generic European AI & Society Fund info@ email address, responding to or re-directing enquiries in a timely fashion

What you will bring to the role

We're looking for a detail-oriented, collaborative, and proactive person with:

- At least 2 **years of administrative experience**, ideally in grants or programme management.
- **Strong organisational and communication skills**, with the ability to juggle multiple tasks efficiently.
- A knack for **streamlining systems** and supporting decision-making processes.
- Fluency in **English and French**, both written and spoken.

1. Knowledge and Experience
 - Experience in administrative support roles (2+ years).
 - Track record in project management.
 - Excellent spoken and written English and good command of French.
 - Former experience in grant-making institutions desirable.
2. Skills and Abilities
 - Organisational skills and the ability to stay on top of many large and small tasks simultaneously, excellent time management skills.
 - Excellent attention to detail.
 - Hands-on, problem-solving, proactive attitude.
 - Excellent communication skills.
 - An outstanding team player, including in remote work settings, with experience of working with on-line collaborative tools.
 - Computer skills: MS Office suite.
3. Personal Style and Behaviours
 - Commitment to the vision, mission and values of the European AI & Society Fund and its hosting organisation NEF.
 - Actively encourages and feels at home in a diverse and inclusive working environment – experience with supporting diversity, equality, and inclusion in workplaces.
 - The ability to engage with a wide range of external stakeholders.
 - A sense of humour, humility and collegiality.
 - Capacity for self-reflection, a commitment to learning and growth and a willingness to ask for and receive help.
 - Comfortable and able to work within a remote team.

How to apply:

Interested candidates are invited apply [here](#). To apply, you must currently have the right to work in the European Union.