



## 4WINGS FOUNDATION IS LOOKING FOR

### A PROGRAM ASSISTANT

[4WINGS Foundation](#) is a young foundation initiated by 28 members of the same family (average age: 38 years) who share the same compulsion to create, to undertake and to share. 4WINGS employs a professional and experienced team of 2 people who run the day-to-day activities and who work as valued stakeholders with the foundation's members.

4WINGS Foundation allies with social ventures committed to the fight against precariousness in Belgium. In order to create virtuous circles of inclusion, this young public utility foundation does not hesitate to position itself as a venture philanthropist / impact investor.

Today it accompanies innovative social projects on the following issues: access to housing, tech education, and nutrition-based health.

Through personalized accompaniment, networking, and various forms of support and financing, 4WINGS enhances the beneficial effects of concrete projects that strongly impact society. The goal is to participate in bringing about long-term improvement to the living conditions of vulnerable people.

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Position: Program Assistant

Reports to: CEO

Deadline of application: 16 February 2018

Interviews: upon receipt of the applications until 22 February 2018

Starting: as soon as possible

Location: Chaussée de Vleurgat 282 A, 1050 Ixelles.

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### **Summary**

The Program Assistant (PA) will provide critical administrative support to the Foundation and to its CEO.

The PA will assist the CEO in building a solid structure for the Foundation's operations by: mapping sectors of intervention identified by the ED, collating results of market studies, handling communication tasks, developing and maintaining the Foundation website & newsletter, setting up and overseeing the Contacts Data Base, preparing governance meetings, reflecting on methodology, etc.

In the day-to-day operations, the PA will help the ED perform critical analysis in order to identify prospective grantees; produce reports reviewing & analyzing grantees' organizations in order to monitor and evaluate those projects; and prepare Key Performance Indicator reports and Impact Indicator reports.

The PA will also provide general back-office support needed for the ED to prepare & follow-up on meetings, presentations or workshops e.g. accounting, excel file update, preparation of ppt, agenda management etc.

## **Responsibilities**

### **General administrative tasks**

- Contact Data Base – update of ppt, excel, etc.
- Preparation of meetings
- Accounting
- Agenda management
- IT support
- Office management
- Legal

### **Project**

- Analyze organizations social impact, structure, business plan, potential for growth, SWOT
- Document the evaluation of potential grantees
- Consult with grantees to achieve desired impact of grants / support and assist in developing partnerships with individuals and organizations to enhance the implementation of the foundation strategy

### **Communication**

- Develop and maintain the foundation website, newsletter, annual report, and any other potential internal and external communications which the CEO allocates
- Content management and material development

### **Governance**

- Prepare Board / General Assembly meetings and follow-up

### **Strategy**

- Provide recommendations for support to the CEO
- Workshop preparation
- Collate/map the results of studies
- Reflect on methodology, venture philanthropy, impact management and measurement
- Strategic surveillance of the sectors of intervention
- Monitor the foundation's activities

## Experience & Competencies

- Appropriate academic qualifications – basic field experience / exposure is desirable
- Fluency in French, a good level of English and an understanding of Dutch is required.
- Determination to see things through, while maintaining an impeccable attention to detail, yet also keeping an eye on the big picture
- Strong research and analytical skills combined with understanding of planning & budgeting
- Ability to coordinate inputs from a large number of people, to track progress against targets and to identify barriers to progress, to plan agendas and facilitate meetings, to organise, evaluate, and communicate information
- Superior listening, verbal, and written communication skills, able to effectively calibrate input and synthesise information to connect with diverse audiences
- A strong interest in poverty, social entrepreneurship, Venture Philanthropy and in the work of foundations
- Highly proficient in Microsoft Word, Excel, PowerPoint and in Google Suite

## What we offer

- Permanent position
- 4/5 possible
- Flexible hours
- A salary in line with the philanthropy sector
- Dynamic team and inspiring work environment

## To apply

Please send an email to Virginie Samyn, CEO, [vsamyn@4wings.org](mailto:vsamyn@4wings.org) including:

- CV
- Motivation letter