

Executive Director of UAEM Europe

Universities Allied for Essential Medicines (UAEM) Europe is hiring an Executive Director to start as soon as possible on a part time basis (33 hours/week). We are seeking an energetic and charismatic individual with a proven track record of successful nonprofit management in a political setting, a knack for designing participatory processes, and a keen eye for detail.

Universities Allied for Essential Medicines (UAEM) Europe is a student-led non-profit organisation fighting for access to life-saving medicines worldwide, and for a fair and sustainable Research & Development (R&D) system. Our team of staff, based primarily in Berlin, supports and coordinates the campaigns of our 30 local chapters across Europe. For further information, please see the detailed job description and visit www.uaem.org

The work involves intense international collaboration with UAEM branches elsewhere in the world. You will be responsible for the writing of grant proposals and reports as well as staff management of our team consisting of part-time employees as well as interns. You will be working with young, dedicated individuals and have the opportunity to apply your experience in a growing, influential non-profit organisation in our efforts to achieve improved access to medicines. Working hours are flexible and thus compatible with family life, and some of the work may be done from a home office.

Main Responsibilities

- **Leadership:** Development and implementation of UAEM Europe's action plan in close collaboration with the Board of Directors and campaign teams
- **Project and organisational management:** Overview of campaign activities, planning and organisation of European meetings and conferences
- **Staff management:** Part-time employees, interns and stipends
- **Financial management:** Drafting and implementation of budgets, grant application writing
- **Evaluation and reporting:** Fulfil responsibilities towards the Board of Directors and local authorities

Skills and Experience

- Excellent English language skills; other languages (particularly German) desirable
- Experience with and/or interest in policy work and work with young volunteers
- Experience with and/or education in project management
- Experience with and/or education in staff management
- Experience with and/or education in financial management, budgeting, reporting, fundraising, grant application writing and donor stewardship
- Outstanding time management and organisational skills, as well as reliability and resilience
- Willingness to work flexible hours, including evening meetings and conference calls
- Willingness to travel for work up to 15% of working time

If this job opening appeals to you, please find further information in the detailed job description and apply **as soon as possible** by sending your cover letter (including required salary), CV and references to hire@uaem.org - we look forward to your application. We will be accepting applications as long as this job posting is online on our website.