

Job Title: Partnerships and Stewardship Associate**Location:** Brussels, Belgium (FEBA Office)**Eligibility:** All candidates must hold the right to work in Belgium**Contract Type:** Full-time (40h/week) - Fixed-term contract (12 months, CDD), with possibility of extension based on performance and project success**Reports to:** Corporate Partnerships & Stewardship Lead**Salary Range:** €2,500 - €3,100 gross/month (depending on experience)**Closing Date:** 30th October**Starting Date:** As soon as possible**Summary**

The European Food Banks Federation (FEBA) is the largest food banking network in Europe, supporting members across more than 28 countries to fight food insecurity and reduce food loss and waste. As Europe's leading NGO in the food banking movement, we strive to create sustainable partnerships and mobilise resources that enable our members to carry out their vital daily activities effectively.

FEBA does this by building strategic partnerships with corporations, food producers, retailers, EU institutions, and foundations, securing donations of food, funds, and expertise that support our members' daily operations. Our Fundraising and Partnerships team sits at the heart of this work, developing and stewarding a portfolio of relationships that strengthens food banks across Europe.

The Partnerships and Stewardship Associate will play a central role in how FEBA manages, understands and grows its fundraising relationships. Working across the Fundraising and Partnerships team and closely with FEBA members, the Associate will coordinate donor reporting from planning and information gathering through to drafting and delivery; manage the systems and data underpinning our partnerships; and help ensure every donor relationship is supported by timely, relevant and proactive stewardship. Working closely with the Corporate Partnerships & Stewardship Lead, the role will also help modernise and strengthen FEBA's approach to stewardship - using better data, systems, reporting and engagement planning to move from standard partnership management towards a more proactive, best-in-class stewardship approach. This is an opportunity to become a central component of FEBA's fundraising function.

What we offer

In addition to the salary, we offer a range of additional benefits to our employees. They include:

- Monthly home working allowance of €150 per month (for full-time employment, pro rata if part-time)
- Monthly transport cost allowance of €50 per month (Brussels-based, pro rata if part-time)

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- Meal vouchers (Monizze) are provided with a face value of €10 for each day worked (employer contribution is €8.91 per day, employee contribution is €1.09 per day)
 - DKV Hospitalization insurance (for the employee, the affiliation is paid by the employer; the employee can affiliate family members for a fee)
 - 20 legal holidays per annum - pro rata to the number of days worked the previous year in Belgium
 - 12 additional holidays (RTT) per annum, each credited per actual month worked
 - Group Pension Plan scheme (Securex) with a 3% employer contribution
 - Double holiday pay (double pécule de vacances), paid out in May - pro rata to the number of days worked in the previous year in Belgium
 - Prime fin d'année (end-of-year bonus based on CP337)
 - We offer a hybrid working arrangement with up to two days of home working per week. We understand the importance of work-life balance and strive to accommodate our team members' preferences whenever possible.

Responsibilities

Fundraising Systems, CRM and Data Management

- Take day-to-day ownership of FEBA's fundraising and Grant Management Systems, ensuring partnership information, Letters of Agreement with members, actions, reporting requirements and key documentation are accurate, relevant and consistently maintained.
- Project manage the ongoing development and improvement of Salesforce for the Fundraising and Partnerships team, working with colleagues and FEBA's Management Services team to coordinate updates and improve how the CRM supports fundraising, stewardship and decision-making.
- Establish and manage clear daily, monthly and annual CRM and data-management processes, ensuring records remain complete and up to date and that the team can confidently use its data to manage relationships, monitor progress and inform fundraising decisions.
- Support the team in making increasingly effective use of Salesforce, with the opportunity to develop towards a leading role in FEBA's fundraising CRM development and management over time.

Donor Stewardship, Reporting and Member Coordination

- Manage a comprehensive donor stewardship and reporting calendar, providing visibility across key partnership milestones including reporting

deadlines, renewals, engagement opportunities, donor communications, agreements and other commitments.

- Coordinate FEBA's donor reporting process across the financial partnership portfolio - from planning and gathering information through to drafting, internal review, finalisation and delivery to donors.
- Act as a key liaison with FEBA members, gathering stories, data, evidence and programme updates that demonstrate the impact made possible through donor support and ensuring member perspectives are appropriately reflected in donor communications.
- Work with colleagues across FEBA and the membership to strengthen impact evidence and make reporting and stewardship more engaging, relevant and useful to partners.
- Support the Corporate Partnerships & Stewardship Lead in delivering tailored stewardship journeys that strengthen donor retention, deepen engagement and create opportunities for partnership growth.

Partner Engagement, Events and Lead Generation Support

- Take a leading support role in donor engagement activities including donor dinners and fundraising-related elements of the FEBA Annual Convention, coordinating planning, logistics, invitations, materials and follow-up.
- Provide high-quality research and preparation for external meetings, conferences and networking opportunities - including prospect research, biographies, briefing notes and background materials - ensuring the Head, CEO and wider team are equipped to maximise opportunities for lead generation and relationship development.
- Support follow-up from external meetings and events, capturing new contacts and opportunities within the fundraising pipeline and ensuring clear next steps are recorded and progressed.

Qualification and Experience

- Ideally at least 2 years' relevant professional experience in fundraising, partnerships, donor relations, CRM/data management, project coordination or a related field.
- Confident and proven experience working with CRM systems and data management, with an understanding of how high-quality data and systems support relationship management, reporting and decision-making.
- Experience coordinating projects or processes involving multiple deadlines and stakeholders.
- Experience drafting reports, donor communications or other high-quality external-facing written materials.
- Experience working across teams to gather, organise and translate information into clear outputs.

Skills and Competencies

- Excellent written and spoken English is essential, with the ability to produce clear, accurate and engaging donor-facing materials.
- Highly organised, with excellent attention to detail and the ability to manage multiple reporting, stewardship and partnership deadlines simultaneously.
- Confident working with CRM systems and data, with an interest in developing systems and processes rather than simply maintaining them.
- Strong project-management skills and the ability to coordinate colleagues and stakeholders to deliver against agreed timelines.
- Excellent interpersonal skills and confidence liaising directly with FEBA members, colleagues, donors and external stakeholders.
- Curious and improvement-oriented, with the confidence to suggest better ways of managing data, reporting and donor engagement.
- Able to connect strong administration, quality data and reporting with the wider goals of donor retention, income growth and partnership development.
- Proactive, dependable and comfortable taking increasing ownership as the role develops.

Assets (nice to have):

Experience in an NGO, membership-based organisation, fundraising team or European network.

Additional Requirements

Candidates must be entitled to work in Belgium and ideally should be based in Brussels.

Diversity and inclusion at FEBA

At FEBA, we are committed to fostering a diverse and inclusive work environment where every team member is valued and empowered. If you are passionate about making a tangible impact on the fight against food insecurity and food waste across Europe, we invite you to apply for this opportunity.

How to Apply

Interested candidates are invited to send their CV (max 2 pages) and cover letter (1 page) in PDF format to recruitment@eurofoodbank.org, with the subject line 'Partnerships and Stewardship Associate'.

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.