

Position Description

Deputy Director, Balkan Forum

General responsibilities

The Deputy Director of the Balkan Forum (BF) will assist the Executive Director in the overall management of the organization based in Thessaloniki, Greece. The Deputy Director reports to the Executive Director and acts on behalf of the Executive Director in his/her absence.

Responsibilities include (but are not limited to):

- **Plan and execute** annual Balkan Forum meeting.
- **Office management**, including the legal and financial management of the office and its staff in accordance with local law and internal policies, especially in the ED's absence.
- **Assist in securing the financial sustainability of BF** through project development and fundraising at the national and international levels, the establishment and maintenance of good donor relations, and the creation of initiatives to advance the goals and strategies of the BF.
- **Support the development of the strategic vision and planning** for the organization and its programs.
- **Represent the interests the BF** at the national and international levels.
- **Help build visibility for the organization** and its mission at the regional and international levels.
- **Maintain relations with stakeholders** such as governmental institutions, non-governmental organizations, local authorities, and the business community.
- **Manage projects**, including implementation, supervision, and coordination with partners and networks in the region as well as government representatives.

Work experience, knowledge and skill level required

- More than 5 years continuous work experience in the field of business administration and/or non-profit or other operational management.
- Experience in a management position(s), including staff supervision, business development, and project and financial management.
- Experience in building networks, project fundraising, development, and management.
- High-level project management skills, including fundraising, project design, development, implementation, and financial management.
- Experience working in a multicultural environment.
- Familiarity with the EU and its procedures
- Excellent negotiation and representation skills with a broad spectrum of government and private sector stakeholders.
- Ability to work independently and responsibly within strict timeframes and to high quality standards.
- Excellent communication skills in English are required. Knowledge of one of the local official languages (Albanian, Greek, South Slavic) is an advantage.
- Modern office management skills, including computer literacy.
- Availability to travel regularly.

Desirable Education

- University degree in a relevant area of expertise, preferably management, economics or socio-political science.
- Master's degree in business administration or other similar advanced degree in the field is a strong asset.
- Formal management and/or business administration education is a distinct asset.

This full-time position is based in Thessaloniki, Greece. The position is for a fixed period of one year, with the possibility of extension.