

Director of Administration and Fundraising

Hiring as soon as possible; location Berlin; full-time; reports to CEO

This ad will remain open until we have found a suitable candidate

1. Background

The Renewables Grid Initiative is a unique collaboration of NGOs and transmission system operators (TSOs) from across Europe engaging in an 'energy transition ecosystem-of-actors'. We promote fair, transparent, sustainable grid development to enable the growth of renewables to achieve full decarbonisation in line with the Paris Agreement.

We are seeking a mature, strategic, and hands-on **Director of Administration and Fundraising** to oversee our internal operations and lead our fundraising efforts. This role is central to ensuring the long-term sustainability, efficiency, and effectiveness of RGI's work.

The ideal candidate will bring a strong combination of operational expertise, fundraising experience, and a deep commitment to our mission. They will work closely with the CEO, collaborate with fellow directors, and engage regularly with both program and administrative staff to align operational and fundraising goals with organizational priorities.

Success in this role requires strategic thinking, excellent communication, and a collaborative leadership style.

2. Key Responsibilities

Administration and Operations

- Lead core administrative functions, including human resources, finance, compliance, and office management.
- Work closely with the finance team to oversee budgeting, financial reporting, and audits.
- Ensure organizational policies are up to date and in compliance with all legal and regulatory requirements.
- Streamline and improve internal systems to support operational efficiency and sustainable growth.
- Collaborate with the CEO and other directors to support strategic planning and cross-functional initiatives.
- Foster a collaborative, inclusive, and supportive team culture.

Fundraising and Development

- In close collaboration with the Fundraising Manager, develop and implement a comprehensive fundraising strategy encompassing major donors, grants, corporate partnerships, and individual giving.

- Manage donor relations and ensure timely and accurate reporting, acknowledgments, and stewardship.
- Oversee the grant proposal and reporting processes in coordination with the Fundraising Manager and program staff.
- Identify and cultivate new funding opportunities, maintaining a strong pipeline of prospects.
- Plan and execute fundraising events and donor engagement initiatives.
- Align fundraising efforts with broader organizational goals and impact strategies through coordination with other departments.

3. Qualifications and skills

Candidates should have:

- Minimum of 7 years of relevant experience in nonprofit administration and/or fundraising, including at least 3 years in a leadership position.
- Proven track record in securing major gifts and managing donor portfolios.
- Strong organizational, financial, and project management skills.
- Experience with budget oversight and operational systems.
- Excellent interpersonal and communication skills.
- Demonstrated ability to lead collaboratively and work across teams.
- Proficiency in Microsoft Excel and DATEV (or equivalent financial/accounting tools).
- Fluency in both English and German (spoken and written).
- Experience working in multicultural or international environments is a plus.
- Bachelor's degree in nonprofit management, business administration, public administration, or a related field is required; a master's degree is a strong asset.

4. What we offer

- We work in a field that is tackling the triple crisis of energy security, climate change and biodiversity loss with member organisations and team members that are truly committed to the cause
- We are operating at the heart of an exciting industry that is currently undergoing a massive transformation
- We are an international, diverse and interactive team, continuously creating something new
- We work with a broad group of stakeholders at the European and international levels
- We work at the interface of corporate energy, non-governmental organisations and policymaking

5. Your application

Please submit your **CV**, a **cover letter** outlining your relevant experience and motivation for applying, your **salary expectations**, and your **earliest possible start date**. Applications should be addressed to **CEO Antonella Battaglini** and sent via email to jobs@renewables-grid.eu.

Applications will be reviewed on a rolling basis, with **priority given to those received by June 16th**.

The starting date for this position is as soon as possible. The contract will run initially for two years with the option of extension. RGI's office is based in Berlin.

Only candidates with the required qualifications will receive feedback to their application. Only complete applications will be considered.