Job title: Expert, Strategic Communications, Membership and Advocacy  
Focus: Membership

Start date: 01 September 2024  
Duration: 24 months (extension intended)  
Deadline for application: 20 June 2024  
Location: Freiburg, Germany

Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI’s European Secretariat is based in Freiburg (Germany), with subsidiary offices in Brussels and Berlin. ICLEI Europe has more than 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have opportunities to:

• Be part of, and attend, a diverse and exciting slate of global and European events and move forward the dialogue on sustainable cities;
• Deepen your understanding of membership recruitment, retention and engagement and learn how cities design and implement sustainability and climate neutrality policies, what kind of challenges they face and how best to support them;
• Be part of an internationally recognised organisation that inspires, supports, and critically evaluates new trends in (co-)creating sustainable, climate neutral and resilient cities;
• Grow professionally in a flexible, family-friendly work environment with opportunities for personal development, European travel, and professional cultural exchange.

We are looking for a new colleague to join our Strategic Communications, Membership and Advocacy team with the following experience, skills and character:

• At least 3 years of professional experience in a communications or membership function, ideally with a background in sustainable development;
• Strong skills and experience in using a membership CRM database and keen attention to detail and accuracy in recording statistical data and providing reports;
• Sound knowledge and experience of using key applications (e.g. Excel, Word);
• Excellent command of English necessary, with knowledge of other languages an advantage. Strong interpersonal skills and experience of working in a multi-tasking team. Good team player;
• Excellent organisational, administrative and time-management skills, able to self-motivate and prioritise work to meet tight deadlines.
Your position will include the following main tasks:

• Assist the Senior Expert in the recruitment, engagement, retention, renewal, and reporting of members, participate in external events and manage ICLEI Europe’s European Regional Executive Committee elections;
• Process incoming membership applications, including assessment of prospective members, and managing associated communications as well as working with the Finance Team to ensure a smooth flow of the membership payment process. Send out invoices, reminders, and follow-up on payments;
• Write member communications, including the curation of the members section of the ICLEI Europe website; social media, internal and external member mailings, official correspondence and promotion of the member webinars;
• Maintain, update and develop the ICLEI Europe contact database and scoping ways of improving the efficiency of the current system, mailing lists and training of new staff;
• Liaise with the ICLEI World Secretariat on financial and administrative membership issues, participate in quarterly working group meetings on this matter and support the team in strengthening existing internal processes and guidance.

We offer you the following conditions:

• Initial 24 months contract with high potential for extension;
• Gross salary according to ICLEI’s salary grid (indicative: EUR 47,000 – 49,000 per annum);
• Place of work: Freiburg/Germany;
• 40h working week with flexible working time and the possibility to work up to 50% remote;
• 6 weeks of paid leave per annum;
• Working language is English;
• Occasional travel within Europe is foreseen.

Please note that applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 20 June 2024

Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Be aware that applications are reviewed continuously upon arrival; therefore, application as soon as possible is advisable. For more information about ICLEI visit:
www.iclei-europe.org

ICLEI Europe’s Equal Opportunity and Employment Policy
ICLEI Europe’s hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI’s policy is that applicants for employment and career progression are considered solely based on their qualifications and competencies.