GRANTS OFFICER (8-10h) m/w/d

noyb.eu is a non-profit organization working on enforcement actions under GDPR, which came into force in May 2018. For this task we are building a pan-European team to work on strategic litigation to ensure that GDPR is respected in practice. We focus on strategic, innovative and effective enforcement of wilful privacy violations of major players. noyb tackles privacy violations of private actors across the European common market. For our office in Vienna we are currently looking for a grants officer (part-time) to expand and administrate our external funding.

Max Schrems
(Chairperson)

Key Tasks:
- Proactively identify and research potential funding opportunities for our projects (foundations, public funding agencies, etc.).
- Support budget planning and project application process
- Prepare and submit reports and financial reports for funding bodies
- Advise the legal team on administrative and project-specific issues

What we offer:
- Self-determined time management (e.g. Remote work possible), combination with external work (e.g. freelance) possible
- Diverse field of activity with a lot of personal responsibility
- Possibility for training
- Quick and inclusive decision making processes
- Modern and self-determined working conditions
- A diverse and truly pan-European team

Minimal requirements
- Experience in the acquisition of third-party funds (e.g. in the university sector, research funding or with NGOs)
- Interest in noyb’s field of work
- Excellent command of English (working language)
- Structured way of working
- “Hands-on”-mentality und reliability
- High level of self-organization and trustworthiness

Additional skills that would be helpful:
- Knowledge of the Austrian and European funding landscape in the area of digital rights
- Knowledge of the German language is beneficial

Background Information:
Read more about our work here: noyb.eu

If you have any questions, do not hesitate to send an email to Monika Riegler (mr@noyb.eu).

Your Application
Please send your Cover Letter and CV via e-mail to Monika Riegler (mr@noyb.eu)

Key details:
- 8-10 hours per week (approx. one day per week)
- Salary* starting from €580 for 10h depending on experience and additional qualifications
- Workplace: Our office is in Vienna, Austria and partly remote work is possible
- Free public transport & lunch

*Please note: Austrian employment law requires to publish a minimum wage. Considerably higher salaries are possible, depending on qualifications.