



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

[noyb.eu](https://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

### 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.

### 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](https://noyb.eu)

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

### Your Application

Please send your Cover Letter and CV via e-mail to Monika Riegler ([mr@noyb.eu](mailto:mr@noyb.eu))