

Vacancy: Chief of Staff

The Good Lobby is a non-profit civic start-up committed to equalising access to power for a more plural, inclusive and democratic society.

As a Chief of Staff, you will be responsible for the day-to-day running of the organisation. You will be managing the headquarter office based in Brussels, ensuring strong positive leadership of our rapidly expanding organisation and multiple partners. You will also support the Founder, Professor Alberto Alemanno, with effective external engagement and relationship building – including with donors, trustees, NGOs, the media, businesses and Government – working closely with the policy, communication, and partnerships teams.

We are looking for a Chief of Staff with:

- Experience of working with senior leaders, donors, and other high level internal and external stakeholders
- Experience working in EU affairs, whether for the corporate, government, or nonprofit sector
- Substantial experience and proven success in a project or team coordination role
- Strong understanding of the external context in which The Good Lobby operates, including the wider NGO landscape, philanthropic space and EU politics
- Mastery of organisational and communication platforms such as Google Workplace, Microsoft Office, Zoom, Teams
- Excellent written and verbal communication skills
- Fluent (CEFR level C2) in English

The challenges we propose to you:

- Lead the day to day operation of the Brussels office
- Act as a key connector between the Founder and all other members of the organisation, including the regional offices
- Promote alignment and follow up on organisational priorities (including around budget and priority setting; staff morale and wellbeing; planning and strategy delivery)
- Provide strategic input on a range of external projects and help develop work plans to achieve these strategies

What we offer:

Standard Belgian contract, open to part-time and freelance roles. Salary commensurate with experience.

The work and the well-being of The Good Lobby is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion,

sexual orientation, and much more. We welcome applications from people of colour, women, LGBTQIA and persons with disabilities.

Location

Brussels

How To Apply

Please send to **recruitment@thegoodlobby.eu**:

- your **CV**
- a **one page** cover letter explaining your interest in The Good Lobby and your qualifications
- **2 references** that can be contacted via email for a short questionnaire

in **one single PDF file entitled: Chief of Staff_Your First Name Your Last Name**

The deadline for applications is **February 23rd**, however **the sooner you apply the better your chances of being hired** as this is an immediate opening.