



YOUNG PROFESSIONALS IN FOREIGN POLICY

BRUSSELS

About YFPF:

Young Professionals in Foreign Policy (YFPF) fosters the next generation of foreign policy leaders by providing its members with the knowledge, skills, exposure, and relationships to tackle critical global challenges throughout their careers. YFPF is a dynamic, global, nonpartisan, nonprofit organization with more than 5,000 selected members worldwide who work in all fields of international affairs. Established in 2004, we are headquartered in Washington, DC, with branches in Brussels, London, Tokyo, Toronto, and New York.

Job Title: Deputy Director, Membership & Benefits

Membership & Benefits:

The portfolio seeks to primarily "increase and retain" active YFPF Brussels members. We aim to make membership more attractive by demonstrating our benefits and welcoming community experiences. We strive to improve the value and reputation of YFPF membership and, ideally, positively impact our brand image.

Position Description:

The Deputy Director supports the Director of Membership & Benefits in the implementation of the team's strategy and the management of the team. The person is also expected to stand in for the Membership Director when needed. For this reason, the Deputy Director needs to be open to learning, willing to hone their leadership skills, have experience in working on team projects, and be comfortable engaging with external and internal contacts and building relationships.

Roles and Responsibilities:

- Research, develop, and maintain sponsors and partners to provide attractive member benefits
- Organize regular social events for members

- Engage with members at events & respond to membership inquiries
- Manage the Membership & Benefits portfolio under the supervision of the Membership Director
- Work independently on Membership & Benefits projects as agreed with Membership Director
- Regularly attract new pools of young professionals to support the expansion of our network
- Ensure that all YFPF Brussels Members' issues and activities are completed in a precise and timely way
- Keep up to date with any developments in WildApricot
- Cross-collaborate with other YFPF teams
- Support the Membership Director in the recruitment and management of the team

Eligibility and Requirements:

- Ability to navigate community management tools
- Love for the brand
- Engaged and able to maintain positive interpersonal skills
- Be self-motivated, well-organized, and able to work efficiently and autonomously, as part of a small team
- Be fun to work with and like to attend social events
- Required to commit to twelve months or more as a staff volunteer
- Required to attend monthly Membership staff evening meetings
- Required time commitment of up to 15 hours per week
- Required to respond to e-mails daily [as soon as possible]
- Excellent written and spoken English skills
- Live in Brussels, Belgium.

The position is unpaid and part-time. You are not required to be a member to apply, but you must become a member to be accepted for the position.

To apply, please send a cover letter and your CV to Lena Eisenreich (lena.eisenreich@ypfp.org). Deadline for Application: 15 June 2023, EOB