



Executive Manager (half-time position)

The CAJAL Advanced Neuroscience Training Programme

Established as an independent entity in Belgium, the Cajal Advanced Neuroscience Training Programme (www.cajal-training.org) is seeking an experienced Executive Manager (EM) to lead the management and continued growth of the organization. The EM will be responsible for overseeing all aspects of the Cajal Programme including serving as advisor to the Steering Committee with the goal of ensuring the Cajal Programme meets its strategic objectives.

As administrative head, the EM is expected to support the continued development and growth of the Cajal programme through the establishment of new partnership and fundraising agreements in coordination with the Steering Committee. The EM is also responsible for the Cajal administrative offices, including the alignment and supervision of Cajal staff associated with the Brussels central office and those working at the host venues in Bordeaux, France, and Lisbon, Portugal.

The position offers a great degree of independence with some required travel, including frequent travel to and work days in Brussels if the candidate is not based in Brussels. The partners of the Cajal Programme aim to offer the position at a level of 50% FTE (negotiable, with potential for future increase).

Responsibilities:

- Develop and implement strategic plans in collaboration with the Steering Committee
- Develop partnerships, programme fundraising and marketing strategies
- Ensure compliance with applicable laws and regulations across the organization
- Secure the transparent and effective communication between programme partners
- Develop positive relationships with key stakeholders within and beyond the brain sciences
- Proactively respond to internal and external challenges and opportunities
- Define and expand on necessary regulations and guidelines for the effective management of the programme
- Supervise and manage all administrative functions – including governance-related issues
- Exercise executive budget management, including budget preparation, analysis, decision-making and reporting

Qualifications and skills

- Track record of senior level experience from similar and/or relevant role(s), ideally from within the non-profit sector
- Scientific background (PhD or MD) related to brain research is considered an advantage
- Demonstrated experience with successful fundraising and working with board members in this effort would be considered an asset
- In-depth ability to support fundraising and partnership development
- Strong verbal and written communication skills including public speaking and proposal writing (excellent level in both written and oral English is required)
- Ability to work independently and with multicultural teams
- Written and spoken French would be an asset



What we offer

- A competitive remuneration package will be based on the candidate's qualifications and experience

All applicants must submit a CV and a cover letter discussing how they fulfill the responsibilities and meet the qualifications of the position as well as outlining their motivation for seeking the position. Contact information of two referees should also be included.

Send your application marked "***Cajal Executive Manager application***" in the subject field to the attention of Lars Kristiansen (lars.kristiansen@fens.org) before the deadline on **20th September 2019**.

About the Cajal programme

The CAJAL Programme represents commitment by five partner institutions - [FENS](#), [IBRO](#), the [Gatsby Charitable Foundation](#), [University of Bordeaux](#) and the [Champalimaud Foundation](#) - to establish dedicated neuroscience training facilities in Europe for the next generation of neuroscientists. Having offered hands-on training in neuroscience since 2013, the Cajal Programme was established as an independent non-profit entity in 2019.

More information: www.cajal-training.org