Open Call for Grants Development Officer

open call

TGEU is seeking an experienced Grants Development Officer to start on 1 June 2025. The position is based in Berlin, Germany.

- **Hours:** Full time, 40 hours a week
- **Employment period:** 2 years
- **Reports to:** Executive Director
- **Place of work:** Berlin, Germany

Closing date

All applications must be in the form of the application pack, sent by e-mail to jobs@tgeu.org before **30 April 2025, 19:00** Central European Summer Time with “GRANTS DEVELOPMENT OFFICER” in the subject line. Late applications will not be considered.

About TGEU

TGEU is a trans-led, membership-based nonprofit organisation that advocates for the rights and wellbeing of trans people. It represents over 200 member organisations in 50 countries in Europe and Central Asia, strengthening the trans movement through advocacy, community building, research, campaigning, and networking.

TGEU is an equal-opportunity employer striving to avoid discrimination and increase representation and expertise from underrepresented groups in our team. Therefore, TGEU encourages trans and/or queer; Black people and people of colour; D/deaf and disabled people; people with a migration background; sex workers; trans women/transfeminine and gender-diverse people; people from Eastern Europe and Central Asia; people living with HIV to apply and mention their backgrounds and experiences in their application. All information will remain confidential.

Job description

We are looking for a skilled and experienced Grants Development Officer to join our team. This role requires a candidate with a strong background in grant writing, donor relations, grant acquittals and reporting, and project management. As the Grants Development Officer, you will be responsible for identifying, securing, and managing grants that support TGEU’s mission and ensure financial sustainability. This is a key role that involves working collaboratively with various teams across the organisation to implement grant-funded projects and meet donor requirements.

You will report to the Executive Director and will play a critical part in TGEU’s fundraising and resource development strategy.

Key responsibilities

- **Grant research and identification:**

Proactively identify new grant opportunities from foundations, government agencies, and other funding bodies that align with TGEU's mission and strategic priorities. Conduct detailed research on potential funders, including eligibility criteria and submission deadlines.

- **Grant writing and proposal development:**
  Lead the development of grant proposals, working with relevant teams to gather information, draft compelling narratives, create budgets, and compile supporting documentation. Ensure all proposals are submitted on time and meet the specific requirements of the funder.
- **Grant management and reporting:**
  Oversee the management of awarded grants, ensuring compliance with all terms and conditions. Prepare interim and final reports for funders, tracking project progress, budget adherence, and outcomes. Collaborate with the Finance team to ensure accurate financial tracking and reporting.
- **Donor relations and stewardship:**
  Build and maintain strong relationships with funders. Serve as the main point of contact for donors, providing regular updates on project implementation and results. Ensure that donors are engaged and informed about the impact of their support.
- **Cross-team collaboration:**
  Work closely with Programmes, Finance, and Operations teams to ensure that grant-funded projects are successfully implemented and aligned with donor expectations. Support staff in project design and implementation, providing guidance on compliance with grant terms.
- **Evaluation and learning:**
  Collect and analyse data on the success of grant-funded initiatives. Document lessons learned and best practices to improve future grant applications and project implementation.

Skills and experience

- At least 3 years of experience in grant writing, fundraising or project management, ideally within a non-profit or international development setting.
- Proven track record of successfully securing grants from foundations, government agencies, and other funding sources.
- Strong writing, research, and analytical skills, with an ability to craft compelling and persuasive proposals.
- Experience with grant management, including financial oversight, compliance, and donor reporting.
- Ability to manage multiple projects simultaneously, with strong attention to detail and adherence to deadlines.
- Fluency in English is required; additional proficiency in German is highly desirable.
- Commitment to TGEU's mission and values, including diversity, equity, and inclusion.

What we offer

- A 100% (40 hours per week) position for an initial period of 24 months, starting in June 2025
- Gross salary of 46,981 € per year, with 5% increase after one year, at the Officer level
- The possibility of working for the European and Central Asian trans movement and to contribute to projects that directly impact the rights and wellbeing of trans people on an international level.
- The chance to connect with a wide range of partners, funders, and advocacy organisations across Europe and Central Asia.
- Opportunities to expand your experience in grant development, donor relations, and project management in a supportive, mission-driven environment
- A dedicated team that will allow you to implement your ideas
- Holidays, healthcare and pension plan
- Up to 3.000 € of relocation support, if needed

Accessibility of TGEU's office

Unfortunately, TGEU's Berlin office is not accessible for wheelchair users due to a steep ramp down to the main entrance.

How to apply

To apply, please download and complete the application pack and send it to jobs@tgeu.org with the subject line **Grants Development Officer** by **30 April 2025, 19:00** Central European Summer Time. Applications will be reviewed on a rolling basis until the position is filled.

Anonymised CVs are welcome, but please do not send degrees or diplomas. Top candidates may be asked to complete a pre-interview exercise. Only complete application packs will be considered.

Any questions about the position should be directed to jobs@tgeu.org with "GRANTS DEVELOPMENT OFFICER" in the subject line.

Otherwise, approaching a member of TGEU staff about this vacancy might lead to an automatic disqualification of the applicant.

We encourage applicants from underrepresented groups such as trans and/or queer; Black people and people of colour, D/deaf and disabled people, trans women and gender non-conforming people, people with a migration background, sex workers, people from economically disadvantaged backgrounds, people living with HIV and people from Central Asia or Eastern Europe. Please mention your background in your application.

Timeline

- **Launch of the call:** 24 March 2025
- **Deadline for receiving applications (incl. application pack):** 30 April 2025
- **Notification to shortlisted candidates for interviews:** 7 May 2025
- **Interviews:** 12-14 May 2025
- **Potential second round of interviews:** 19-21 May 2025
- **Decision communicated to all applicants:** 22 May 2025
- **Start of position:** June 2025 (remote start possible)

We guarantee that all information will be held confidential.