

Job Specification: **EU - Strategic Partnerships Manager**

Department:	Strategic Partnerships
Scale:	UK 4
Line managed by:	Head of MAG Europe
Responsible for line managing:	n/a
Location:	Brussels, Belgium

MAG (Mines Advisory Group) saves lives and builds safer futures by clearing landmines, cluster munitions and unexploded ordnance, reducing the impact of armed violence, and supporting communities to recover from conflict. Working in over 30 countries, we enable people to rebuild their lives and livelihoods in safety.

MAG’s Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG’s Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us ‘it’s all about people’.

MAG’s Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

- DETERMINED** - we work with purpose.
- EXPERT** - through excellence and expertise we build trust.
- INTEGRITY** - we strive to do the right thing.
- COMPASSION** - people come first in everything we do.
- INCLUSIVE** - we are inclusive, and we value diversity.

This is an exciting opportunity to play a pivotal role in **growing MAG's European institutional funding portfolio**. As part of a small, dynamic team within MAG Europe, you will have significant autonomy to shape partnerships strategy, develop creative funding solutions, and engage directly with senior stakeholders across EU institutions and Member State governments, as well as work hand in hand with MAG’s regional and country teams.

You will combine strategic relationship management with hands-on business development, working to both strengthen existing partnerships and cultivate new funding opportunities that enable MAG to expand its life-saving work globally.

This role offers: the chance to make a direct impact on MAG's ability to deliver its humanitarian mission; exposure to high-level stakeholders within EU institutions and governments; creative freedom to develop innovative funding strategies; and the opportunity to work within a mission-driven organisation where your contribution truly matters.

Job Purpose:

Working closely with the Head of MAG Europe, drive the strategic growth of MAG's European institutional funding by developing, strengthening and managing relationships with EU institutions and Member State donors, identifying and pursuing new business development opportunities, and ensuring the highest quality donor engagement and compliance across the portfolio.

The post holder will be required to travel at short notice to attend donor meetings and programme visits approximately 15% of time.

Job Description

Business Development & New Funding

- Proactively identify, research and develop funding opportunities with EU institutions and European bilateral donors aligned with MAG's strategic priorities
- Monitor funding trends and opportunities (including calls for proposals, tenders etc.) within the European donor landscape
- Provide guidance to MAG regional and country teams on in-country donor engagement
- Support country teams in the development of high-quality concept notes, proposals and tenders for European funding opportunities
- Develop strategic positioning papers and briefing materials to support donor engagement

Relationship Management and Representation

- Build and maintain strong relationships with key European institutional donors, including EU institutions and priority Member State governments
- Represent MAG at donor meetings, sector fora and networking events across Europe
- Develop and implement donor engagement strategies that strengthen existing partnerships and open doors to new opportunities
- Collaborate with Communications and Policy teams to ensure MAG's profile and messaging resonates with European donor priorities

Portfolio Management & Quality Assurance

- Provide quality assurance for donor proposals, reports and communications, ensuring compliance with contractual requirements
- Support country programmes in understanding and meeting donor obligations and maintaining strong relationships with in-country European donors
- Coordinate with Finance on budget development, financial reporting and audit requirements for European grants
- Ensure timely and appropriate reporting of any incidents in line with contractual obligations

Analysis & Strategic Support

- Monitor and analyse European policy developments and sector dynamics relevant to MAG's work
- Produce analytical briefings and intelligence reports for internal stakeholders
- Travel to country programmes to support programme activity, donor engagement, proposal development and development of operational and sector knowledge.
- Contribute to MAG Europe's strategic planning and business plan development
- Support interdepartmental coordination to ensure effective dissemination of business intelligence and pipeline analysis

All staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives

- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This non-contractual document can be varied from time to time as circumstances dictate. This job description is intended to summarise the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises. Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Demonstrable relevant experience in management of institutional funding and partnerships within the international development, humanitarian or related sector
- Strong knowledge of EU institutions, decision-making processes, particularly related to international cooperation
- Proven track record of securing and managing funding from EU institutions
- Demonstrated experience developing successful proposals, concept notes and tenders for institutional donors
- Experience in institutional donor engagement and building strategic relationships
- Strong understanding of EU funding mechanisms (FPI, INTPA, ECHO, Horizon, etc.), compliance requirements and reporting standards

Essential Skills and Knowledge

- Excellent written and verbal communication skills, including the ability to produce compelling proposals and analytical documents
- Strong analytical and research skills with the ability to synthesise complex information
- Creative and strategic thinker with the ability to identify opportunities and develop innovative solutions
- Highly organised with excellent project management skills and attention to detail
- Ability to work effectively across diverse, geographically dispersed teams and in a remote/hybrid environment
- Strong influencing and negotiation skills
- Fluency in English (written and spoken) plus at least one additional EU official language (preferably French, German, Spanish, Italian, or Dutch)

Essential Aptitude

- Self-motivated and proactive, comfortable working with autonomy and taking initiative
- Ability to manage competing priorities and deliver under pressure
- Commitment to MAG's humanitarian mission and values
- Collaborative team player with a solution-oriented approach
- Diplomatic and culturally sensitive

Desirable

- Experience with bilateral funding from EU Member States, particularly Germany, Netherlands, Italy or Spain
- Knowledge of the humanitarian mine action sector or related fields (armed violence reduction, community safety, explosive ordnance disposal, peacebuilding)
- Experience in programme design, monitoring and evaluation
- Additional language skills: French or additional EU language

Signed employee:	Date:
Signed manager:	Date:

January 2026