

## About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 world's best think tanks. CEPS' distinguishing features include its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

We are looking for a **Senior Events and External Relations Manager** with excellent organisational and communication skills who can promote CEPS research through its events and partnerships. The Senior Events and External Relations Manager is expected to manage and develop the CEPS events programme, seek funding opportunities and oversee the development of the CEPS membership network. The role sits within the wider communications and dissemination team and reports to the CEO. The role is based in Brussels at CEPS offices (1 Place du Congrès, 1000) with some structured teleworking possible.

CEPS relies on a broad and stable membership base to support its mission. Members include both private and public sectors representatives, individuals and organisations. As independence is a fundamental value of CEPS, CEPS declines to accept any donation that would alter its commitment to complete research independence and to set its own research priorities.

# Senior Events and External Relations Manager

## Main tasks

### *Events management*

- Lead and develop the event management process (creation, promotion and execution) for all CEPS events.
- Oversee the CEPS event content calendar, identifying relevant themes, formats and speakers.
- Lead on the logistical planning of the CEPS annual conference, Ideas Lab and 40<sup>th</sup> anniversary related events.
- Oversee and develop the continued implementation of a new CRM database (Salesforce) to ensure it fully meets the needs for event and stakeholder management.
- With guidance from IT support, oversee the implementation of new tools and equipment to support hybrid events.
- Draft and edit communications related to events including blurbs, event invitations, promotional materials etc.
- Manage and optimally use the financial resources available (budget planning, management, monitoring and reporting).
- Develop sponsorship packages for CEPS key events and activities.
- Closely collaborate with the Senior Communications Manager and Editor-in-Chief to improve and build upon CEPS' overall dissemination output of its research through all relevant channels.

### *External relations management*

- Oversee and guide the implementation of the CEPS membership strategy to cultivate and broaden CEPS networks.
- Act as external representative of CEPS with key stakeholders, identifying opportunities to expand the CEPS network.

### *People management*

- Manage Events Officer and Membership Officer and develop the capabilities of the team.

## Your background and qualifications

- Relevant education and 3-5 years of experience in an events, communications or partnerships role.
- You are a native or near-native English speaker, whilst additional skills in French and/or Dutch would be an advantage.
- You have event management experience and have organised a high-profile event from start to finish.
- You have experience working with Salesforce.
- You have experience fostering relationships with external stakeholders and potential funders.
- You have experience managing event or project budgets.
- You have experience drafting tailored communications.
- You have good knowledge of the functioning of the EU and can understand research and academia needs.

## Your profile

- Excellent organisational skills, can juggle multiple tasks, adapt to changing deadlines and have a strong eye for detail.
- Digitally savvy, good knowledge of new event and communication tools.
- Comfortable building and maintaining relationships with relevant stakeholders and presenting the organisation in a professional manner.
- Strong interpersonal skills and ready to engage with the whole organisation.
- Great sense of initiative, service-minded, can-do attitude and able to work within a multicultural environment.

## What CEPS can offer

We offer an indefinite, full-time employment contract. The salary will be in accordance with your previous experience as well as with the CEPS salary scale. We also offer a benefits package (group & hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday

entitlement per year plus additional days when CEPS is closed during the Christmas-New Year period). We would like the preferred candidate to start her/his activities as soon as possible.

### Career development prospects

CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

### More information

Further information about the position can be obtained from Isobel Watson, Senior Events and External Relations Manager, [isobel.watson@ceps.eu](mailto:isobel.watson@ceps.eu).

### Application and deadline

Applications should include a one-page letter of motivation, indicating your salary expectations and the place where you read our advert, and a curriculum vitae, both in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). They should be e-mailed to [applications@ceps.eu](mailto:applications@ceps.eu) by 28 August 2022 with Senior Events and External Relations Manager – August 2022 in the subject line. First round interviews are provisionally foreseen in the week beginning 12 September.

We encourage applications from people of different cultural backgrounds, education, experience and disciplines.