

Head of Treasury & Fundraising

[Form link](#)

Head of Treasury & Fundraising

Position Overview

The **Head of Treasury & Fundraising** is a Board-level role at the heart of EST's next phase of development. As EST grows into a larger, more ambitious and increasingly internationally engaged youth think tank, the organisation needs to build the financial foundations that can sustain this growth.

The role offers the opportunity to **shape how EST is funded, how new opportunities are developed, and how the organisation can turn its growing network and ambitions into sustainable resources**. The Head will lead the development of EST's grant and fundraising strategy, while ensuring that the organisation's day-to-day financial management remains transparent, reliable and well structured.

Working closely with the President, Secretary-General, Partnerships Office and department heads, the Head of Treasury & Fundraising will have a central role in building the systems and relationships that will allow EST to scale its flagship initiatives and strengthen its international presence.

Why this role matters now

Over the past year, EST has changed significantly. From a growing student organisation, it has developed into a **more visible and institutionally connected youth think tank**, with 200+ members, an expanding portfolio of flagship initiatives and a growing presence across international policy spaces.

This development has also opened new possibilities for the organisation. During 2025/26, EST submitted four grant applications and was selected as **one of three grantees worldwide for the Building for the Future Initiative of the On Think Tanks Foundation**. The next step is to turn this experience into a more systematic funding capacity: moving from individual applications towards a functioning grant-development process, supported by dedicated teams, internal training and a stronger funding pipeline.

At the same time, EST is ready to begin developing a **dedicated donor-engagement strategy**. With an expanding network of partners and institutions, the challenge is increasingly not simply to build relationships, but to understand how these relationships can develop into sustainable opportunities for EST and its flagship projects. This will require close collaboration between Treasury & Fundraising and the Partnerships Office.

For the person taking on this role, this means joining at a particularly formative moment: **you will not simply inherit an established fundraising function, you will have the opportunity to help build it**. The systems, strategies and relationships developed during this term can become part of the infrastructure that allows EST to sustain and scale its ambitions in the years ahead.

Responsibilities

- Oversee EST's accounts, payments, invoices, reimbursements and financial records
- Support organisational budgeting, project budgeting and financial planning
- Strengthen financial procedures, transparency and accountability
- Lead the development of EST's grant and funding strategy
- Maintain a pipeline of relevant funding opportunities and coordinate grant preparation and submission
- Develop internal processes for identifying, preparing, reviewing and managing grant applications
- Coordinate grant-specific teams and support grant-writing/application training for EST members
- Coordinate the financial and budgeting components of major applications
- Develop the foundations of EST's donor-engagement strategy
- Advise the Board on the financial sustainability of new projects and flagship initiatives

Requirements

- Excellent command of English, written and spoken
- Strong financial awareness and attention to detail
- Understanding of budgeting and financial management
- Strong organisational, analytical and problem-solving skills
- Interest in grants, fundraising, donor engagement or non-profit finance
- Ability to work across departments and coordinate multiple stakeholders
- Proactive, ideas-driven approach and willingness to build systems
- Clear vision for EST's financial sustainability
- Previous experience in budgeting, grants, fundraising or non-profit finance is an advantage
- Previous experience within EST is strongly preferred for this internal leadership role

Application Process

- Each candidate may apply for a maximum of two positions
- Applications should be submitted through the designated application [form](#)
- CV: maximum 2 pages, in PDF format
- Applicants should provide a concise motivation and explain what they would like to build in the role
- Expected start: November 2026
- All positions are voluntary and unpaid and are open to students and young professionals

Application deadline: 12 October 2026, 23:59 CEST

Grant Development Officer

[Call form](#)

Grant Development Officer (2 positions available)

Position Overview

The **Grant Development Officer** will help EST turn its growing experience with external funding into a structured and sustainable grant-development capacity.

Working with the Head of Treasury & Fundraising, you will identify relevant funding opportunities, research calls, support applications and help develop the internal systems that allow EST to approach grants strategically rather than on an ad hoc basis.

This is a particularly hands-on role: you will have the opportunity to **work on real funding applications, collaborate with project teams across EST and learn how ambitious youth-led initiatives can be translated into compelling proposals for institutional funders.**

Why this role matters now

During 2025/26, EST submitted four grant applications and was selected as **one of three grantees worldwide for the Building for the Future Initiative by the On Think Tanks Foundation**. The organisation also gained valuable experience through its Erasmus applications and is currently pursuing further opportunities, including the Horizon Europe – Sustain Green Tech application.

This experience provides an important foundation, but the next step is to build something more systematic. EST's 2026/27 strategy calls for a move **from ad hoc applications towards a genuine grant-development capability**, supported by grant-specific teams, improved internal processes and grant-writing training.

As a Grant Development Officer, you will be among the people building that capacity. You will help create processes, knowledge and institutional memory that future EST teams can build upon, making successful funding applications less dependent on individual people and more embedded in how the organisation works.

Requirements

- Excellent English
- Strong research, writing and organisational skills
- Ability to work with detailed requirements and deadlines
- Interest in EU/international funding or NGO financing
- Strong attention to detail and reliability
- Ability to coordinate inputs across teams
- Previous grant-writing experience is an advantage, not a requirement

Application Process

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- CV: maximum 2 pages, in PDF format

- Applicants should provide a concise motivation and explain what they would like to build in the role
- Expected start: November 2026
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Application deadline: 12 October 2026, 23:59 CEST

Fundraising & Donor Relations Officer

[Call form](#)

Fundraising & Donor Relations Officer (1 available position)

Position Overview

The **Fundraising & Donor Relations Officer** will help EST develop something that is still relatively new for the organisation: a structured approach to donor engagement.

The role is about understanding who could support EST's work, building meaningful relationships with potential donors and helping develop those relationships over time. Working closely with the Head of Treasury & Fundraising and the Partnerships Office, you will contribute to the development of a donor strategy that reflects EST's ambitions and flagship initiatives.

It is an opportunity for someone interested in **fundraising, philanthropy, stakeholder engagement or international organisations to help establish an entirely new function within a growing youth-led organisation.**

Why this role matters now

EST's external network has expanded significantly during the 2025/26 term. The organisation is increasingly engaging with think tanks, universities, UN agencies, international NGO networks and civil society organisations, while the Partnerships Office has developed a database of more than 200 potential partners.

The next question is how EST can turn this growing network into **longer-term relationships that can also support the organisation's sustainability.**

The 2026/27 strategy therefore identifies donor engagement as a distinct priority: developing a dedicated donor strategy and creating a clearer pathway from relationship-building to funding opportunities.

This means that the successful candidate will not simply manage an existing donor portfolio. **You will help build the foundations of EST's donor-relations function**, working closely with Partnerships and Treasury to determine how EST approaches potential supporters and develops relationships over time.

Responsibilities

- Map potential institutional, philanthropic and other donors relevant to EST.
- Support the development of a donor-engagement strategy.
- Prepare donor profiles, outreach materials and engagement plans.
- Maintain records of donor interactions and next steps.
- Identify funding opportunities emerging from existing relationships.
- Coordinate with Partnerships on the transition from relationship-building to funding opportunities.
- Support fundraising campaigns, sponsorship proposals and donor-facing materials.
- Contribute to long-term relationship management.

Requirements

- Excellent English and strong communication skills.
- Strong research and stakeholder-management skills.
- Interest in philanthropy, fundraising, international organisations or youth-led initiatives.
- Professional and tactful approach to external relationships.
- Strong organisation and follow-through.
- Previous fundraising or donor-relations experience is an advantage.

Application Process

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- Expected start: November 2026
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Application deadline: 12 October 2026, 23:59 CEST

Treasury & Financial Operations Officer

[Call form](#)

Treasury & Financial Operations Officer Position Overview

The **Treasury & Financial Operations Officer** will help ensure that the financial side of EST keeps pace with the organisation's growth.

Working with the Head of Treasury & Fundraising, you will support the day-to-day financial operations of the organisation, including financial records, payments, invoices, reimbursements and project-level tracking. At the same time, you will contribute to making EST's financial processes clearer, more consistent and easier for future teams to manage.

The role is particularly suited to someone who enjoys **working with numbers, systems and organisational processes and wants to understand how the financial side of a non-profit organisation supports its programmes and ambitions.**

Why this role matters now

EST is no longer operating at the scale it was several years ago. With a growing membership, a broader programme of activities, major flagship initiatives and increasing international engagement, the organisation's financial operations are becoming more complex.

The 2026/27 organisational strategy therefore places greater emphasis on **clearer responsibilities, stronger internal systems and greater professionalisation.** Financial management needs to develop alongside the rest of the organisation.

This role creates an opportunity to help build that infrastructure. Rather than simply processing individual payments or maintaining records, you will contribute to establishing **reliable financial systems that make it easier for EST to manage larger projects, understand their costs and maintain transparency as the organisation continues to grow.**

Responsibilities

- Support tracking of membership fees and financial records
- Maintain payment, invoice and reimbursement documentation
- Support project-level budgets and financial tracking
- Help prepare financial information for internal reporting
- Maintain organised financial documentation and records
- Support the development and implementation of simple financial procedures and templates
- Flag inconsistencies, missing documentation or financial risks to the Head
- Support financial administration for major projects and events

Requirements

- Strong organisational and administrative skills
- Financial awareness and attention to detail

- Comfort working with spreadsheets and structured records
- Reliability and discretion when handling financial information
- Basic knowledge of budgeting or accounting is an advantage
- Previous EST experience is an advantage

Application Process

- Each candidate may apply for a maximum of two positions
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