

Nodibinājums

Nodibinājums Liepāja 2027

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The Foundation “Liepāja 2027 Foundation” WE ARE HIRING

International Projects and External Fundraising Specialist

Workplace: Liepāja, Dārza iela 4/8

Form of Work: In-person

Start Date: February, 2025

Workload: Full-time, Indefinite contract (until the end of 2027)

Full-time salary: EUR 1800 before tax.

Main Responsibilities

- Secure resources from various European funds and other financial sources to support the Liepāja 2027 programme and its mobility initiatives.
- Participate in project planning and development, including drafting applications for external funding opportunities.
- Coordinate the development and implementation of international projects within the “Liepāja 2027 Foundation” programme.
- Establish and maintain partnerships with international (foreign) cultural organizations and artists.
- Coordinate the logistical management of international projects, including travel arrangements.
- Provide expert advice to programme partners on strategies for successful fundraising.
- Monitor project implementation, ensure efficient use of mobilized resources, and prepare and submit required reports to stakeholders.

Required Education

Candidates should hold academic or second-level higher professional education in finance, economics, management studies, law, or other social sciences, complemented by specific expertise relevant to the role.

Required Knowledge and Skills:

- Understanding of the Liepāja as European Capital of Culture 2027 project.
- Familiarity with cultural activities in the public sector, including planning, project execution, financial management, and document control shall be considered as an advantage.
- Expertise in identifying and utilizing European Union funds or other financial instruments for cultural project implementation.
- Knowledge of fundraising strategies tailored to cultural initiatives.

- Proven experience in initiating, developing partnerships, writing, implementing, and reporting on international projects funded by European Union or other financial instruments.
- Proven expertise in fostering, building, and maintaining collaborative relationships with partners across public, private, and non-governmental sectors, particularly in the design and implementation of projects utilizing resources from European Union funds or other financial instruments.
- Exceptional organizational skills, including the ability to independently manage processes, analyse information, make decisions, and coordinate tasks with a team.
- Competence in establishing and managing project budgets while ensuring their alignment with goals and compliance with financial guidelines.
- Strong prioritization skills to plan and execute both long-term and short-term project objectives.
- Excellent communication and presentation skills.
- Excellent command of the Latvian language
- Very good command of the English language.
- Knowledge and experience in public procurement processes (advantageous).

Required Experience:

- A minimum of 3 years of professional experience in the implementation of international projects, as well as in drafting, coordinating, and administering projects funded by various European Union programs or financial instruments.

Application Deadline and Procedure:

Applications must be submitted by 12 January 2025 at 23:59 via email to birojs@liepaja2027.lv. The following documents are required:

- A detailed curriculum vitae (CV).
- A cover letter (maximum 2 pages), specifying the position being applied for.
- Contact details of at least two referees who can provide professional references.
- Any additional documents the applicant deems relevant.

Data Protection:

Personal data will be processed solely for the recruitment process and related legal purposes.