



MARIE CURIE ALUMNI ASSOCIATION  
Avenue des Arts, 1000  
Brussels, Belgium

[www.mariecuriealumni.eu](http://www.mariecuriealumni.eu)

# MCAA Executive Director

[APPLY  
HERE](#)

**MCAA is looking for an experienced Executive Director to manage the association in scope with its new European Commission Coordination and Support Actions (CSA).**

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The MCAA is an international non-profit organisation based in Brussels, established and supported by the European Commission. MCAA members have in common to benefit or have benefitted from Marie Skłodowska-Curie Actions funding, therefore sharing a strong background in research, but their career paths are diverse and touch all economic sectors. The vibrant MCAA community brings together all career stages from all scientific disciplines, encouraging networking and cooperation, making the MCAA a forum of debate between researchers and the society. The MCAA is a major platform for researchers to contribute to shaping science policy in Europe, providing career development opportunities and supporting the wider research community on topics affecting research and researchers' lives.

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**Reports to:** MCAA Executive Committee and MCAA Board

**Job location:** Brussels, with possibility of remote working. Frequent travelling for representation at events and meetings is required.

**Job type:** Possibility of contract or freelance

**Contract duration:** Position subject to project duration, expected 2 years with possibility of extension. Expected full time with flexible working hours, open to negotiation.

**Remuneration:** Competitive remuneration based on the candidate's experience.

**Target start date:** September 2022, subject to negotiation

**How to apply:** Please fill out the [application form](#), enclosing a CV and a Cover letter addressed to Fernanda Bajanca, MCAA Chair ([fernanda.bajanca@mariecuriealumni.eu](mailto:fernanda.bajanca@mariecuriealumni.eu)). Please include the



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names and contact address of three persons who, upon request, could provide references about the candidate's experience in job positions similar to the one advertised.

**Deadline for submissions:** 23:59 CET 5th July 2022

## OVERVIEW

- The MCAA Executive Director will work under the guidance of the MCAA Board and the Executive Committee and will be responsible for the management and coordination of the MCAA Secretariat (including MCAA permanent staff and/or freelancers) as well as for the management of external providers.
- The Executive Director will participate in the definition of the organisation's strategic vision and be accountable for its implementation and the results achieved.
- The Executive Director is responsible for the overall management, including day-to-day operations, of the MCAA operational and administrative functions.
- The Executive Director will maintain a strong relationship with a diverse range of stakeholders that are important for MCAA's mission and activities.

## MAIN RESPONSIBILITIES

- **Strategic leadership:** Collaborate with the Board and staff in the development and implementation of MCAA strategic goals.
- **Team management and leadership:** Provide leadership to a committed, and high-performing team (permanent staff, freelancers and providers).
- **Legal and financial management:** Oversee MCAA legal and financial operations, including:
  - effective financial management and compliance, including day-to-day financial management;
  - compliance with legal duties of the association;
- **Benefits and services to Members:** Oversee MCAA operations in relation to the benefits and services that it provides to its members, including:
  - Career development benefits (e.g. financial support, access to training opportunities, etc.)
  - Activities of Working Groups and regional Chapters;
  - MCAA Portal.



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- **Partnership & Fundraising:** In collaboration with the Board and the corresponding Working Groups, steward existing funder relationships and implement expanded funding strategies that generate new revenue.
- **External engagement and advocacy:** In collaboration with the Board, the dedicated Working Group and staff, develop and cultivate strong relationships with EU institutions, national governmental bodies (in collaboration with regional Chapters) and key stakeholders in all the areas that are relevant to the MCAA's mission and vision, such as research, innovation, education and others.

## QUALIFICATIONS AND REQUIREMENTS

### Education and professional experience

#### Required

- Relevant degree (Minimum: Master degree level; PhD and/or MBA is a plus)
- At least 5 years of demonstrated experience in management positions of large organisations, including companies and public bodies.

#### Desirable

- Experience in the management of research or alumni organisations.
- Experience in research or research management activities
- Experience with career development activities is an asset.

### Professional skills

#### Required

- Strong leadership skills, from day-to-day operations, to financial management to human resources.
- Strong understanding of research and education policies, in particular at the EU level.
- Full professional proficiency in English (minimum level C1 of CEFR);
- Strong people skills, able to maintain strong relationships, building trust, and collaborating with a highly diverse set of internal and external stakeholders to



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achieve clear goals (including -but not limited to- policy makers, donors, universities and research institutions, trade associations, corporations, etc.).

- Exceptional oral, written and interpersonal communication skills.

Desirable

- Proficiency (at least level B2 of CEFR) in one or more European Union's official languages, besides English, is an asset

**Contact:**

[jobs@mariecuriealumni.eu](mailto:jobs@mariecuriealumni.eu)

The MCAA is committed to promoting open, merit-based and transparent recruitment and attractive working and employment conditions, in line with the principles of the [European Charter for Researchers](#) and the Code of Conduct for the Recruitment of Researchers. The MCAA encourages the application from underrepresented groups.