

Programmes and Partnerships Manager

About us

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

CEPS is currently looking for a Programmes and Partnerships Manager to join our Partnership, Development and Intelligence Unit (PDI) for maternity cover. The Programmes and Partnerships Manager supports CEPS's research strategy by supporting the development and delivery of complex funding proposals and tender applications. The role combines pro-active business development, operational excellence, and tailored advice with hands-on proposal coordination. This role ensures smooth workflows across the office, and provides expert guidance to researchers on funding opportunities and best practices.

We would ideally like the successful candidate to start in January 2027.

Main tasks

Working directly with the Head of the PDI Unit (Head of Development and Partnerships) and the wider team, the role contributes to CEPS's funding and partnership strategy, combining strategic advice with hands-on coordination of competitive funding proposals and complex bids aligned with CEPS' strategic priorities. In close cooperation with researchers and Project Officers, it provides guidance, identifies funding and partnership opportunities, and strengthens proposal quality and coordination across units.

Responsibilities

- Identify funding opportunities both proactively and reactively: track EU and non-EU policy, institutional and funding developments, anticipate upcoming programmes and calls, and build relationships to stay informed about emerging priorities.
- Connect funding and partnership opportunities with in-house expertise and programme priorities, and develop funding roadmaps with researchers and heads of programmes.
- Qualify opportunities against agreed criteria through CEPS's go/no-go process, and help identify and prioritise must-win bids.

- Lead/coordinate the preparation and submission of large, complex or strategically important proposals and tenders. This includes advising researchers on structure, work packages, impact and budget, and reviewing drafts for quality and compliance with funding rules.
- Ensure the accuracy, completeness and compliance of administrative components (CVs, declarations, project references, team organisation, quality assurance).
- Follow up on submitted bids, including evaluation feedback, debriefs and lessons learned, and use the results to improve future bids through guidelines, tools, training and workshops.
- Manage CEPS's framework contracts: liaise with clients, partners and in-house experts, oversee contractual obligations and organise annual meetings.
- Support researchers in identifying and building consortia and subcontracting partnerships with national and international collaborators, industry and stakeholders.
- Represent CEPS in external networks, brokerage events, and funder information days.
- Maintain CEPS's online presence on funding and projects, in coordination with the Publications, Communications & Outreach team (PCO).
- Oversee PDI workflows, manage the functional mailbox, and ensure project databases, SharePoint, and Salesforce are up to date.
- Mentor and supervise junior colleagues, review their work, and foster a collegial and inclusive team environment.

Your background and qualifications

Mandatory Requirements

- University degree in a relevant field (e.g. EU studies, economics, law, political science, international relations or public administration); a relevant postgraduate degree is an asset.
- At least five years' experience in EU funding, with a proven track record of successfully coordinating large multi-partner consortia under Horizon Europe, CERV, AMIF or other EU programmes, as well as multi-year framework contracts and large tenders. Experience with EU and non-EU foundations and other international donors is an asset.
- Ability to analyse complex calls and terms of reference and advise accordingly, with strong command of proposal structuring and budgeting strategy. Strong knowledge of EU institutions, policymaking and funding programmes.
- Excellent written English; other EU languages are an asset.
- Strong analytical and organisational skills, with the ability to meet tight deadlines and adapt to changing priorities.

- Ability to work independently and coordinate project teams and donor relations.
- Strong interpersonal, networking and negotiation skills, including diplomatic conflict resolution.
- Attention to detail, accuracy and confidentiality.
- Proficiency in Microsoft 365, including SharePoint and Teams, and advanced Excel skills.
- Previous experience with Salesforce software, or a similar CRM system.

We are looking for someone who

- Works independently, pro-actively and collaborates well with junior and senior colleagues.
- Anticipates and mitigates risks, and handles issues and complex problems calmly. Is agile and comfortable managing high-stakes priorities and overlapping deadlines.
- Enjoys building networks and connecting people, expertise and opportunities. Values teamwork and welcomes giving and receiving feedback.
- Treats colleagues with kindness, empathy and respect for diversity.
- Is keen to contribute to the success of the research units and CEPS as a whole.

What CEPS can offer

We offer a full-time employment contract for 10 months for maternity cover. The salary will be aligned with the CEPS salary scale. We also offer a benefits package (group and hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday entitlement per year plus an additional two weeks during the Christmas-New Year period when CEPS is closed). CEPS offers the possibility to do structural teleworking in Belgium, as well as the possibility to telework 20 days per calendar year from abroad.

We would like the preferred candidate to start their activities in January 2027.

More information

For further information about the position, please contact Els Van den Broeck, HR Coordinator, at els.vandenbroeck@ceps.eu

Application and deadline

Applicants are requested to:

- Complete and submit [this recruitment form](#) by **9 November 2026, 23:59 CET**;
- Send their CV (in English) to applications@ceps.eu by 9 November 2026, 23:59 CET. We kindly request that you use the following subject line for your email: **‘Programmes and Partnerships Manager 2026’**. Please include in your CV the names and contact details of at least two referees (including your current or last employer). For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>).

Applications received after the deadline, incomplete applications, or applications that do not follow the above instructions will not be considered.

Shortlisted candidates will be invited to an **online interview in the second half of November 2026**.

CV and personal data of non-selected candidates are not shared with anyone outside CEPS and will be deleted immediately after the recruitment process. For more information, read our privacy policy available on the CEPS website.

CEPS is an equal opportunities employer. We value diversity and are committed to creating an inclusive environment for all staff. We welcome applications from candidates of all backgrounds.