



# Board Member

May 2024

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## About NEF Belgium

The NEF Belgium is seeking a Board member to join its growing Board of Directors, overseeing the activities of the non-profit international association in Belgium.

NEF Belgium was established in 2018 as a part of the NEF Family of Entities composed of Near East Foundation (Syracuse, NY and Washington, D.C., USA), Near East Foundation UK (London, UK) and NEF Belgium.

NEF Family of Entities represents a network of three non-profit international organisations that support livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus.

NEF Belgium is the fastest-growing member of the family, holding enormous potential. The board member will play a crucial role in helping to build the organization to a strong position in the sector and in Europe.

Since 1915, NEF's work draws on local teams, experience, and partnerships in the field to create community-led solutions to improve livelihoods and local governance among conflict and crisis-affected groups, while maintaining neutrality and ensuring inclusiveness in our approach.

Working through a network of country offices and local partners, NEF currently has approximately 250 staff members and active programs in nine countries: Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Sudan, South Sudan, and Syria. NEF's work lies at the humanitarian-development nexus and is organised around three pillars: Inclusive Economic Development, Climate-resilient Development, and Stabilisation and Peacebuilding.

With the aim of crafting agile and targeted support for its beneficiaries, NEF Belgium established Siraj Financial Services (SFS), a new social enterprise operating in Northern Syria, in February 2024. SFS, operating as a non-banking financial institution (NBFI), will upscale and commercialize NEF Belgium's successful micro and small enterprise (MSE) financing program, which has been operating in the region since 2021.

Based in Brussels, NEF Belgium maintains effective working relationships with the EU institutions, European Member States and multilateral donors as well as philanthropic foundations and other partners. We also

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engage with Belgian and EU networks of peer organizations and communities of practice thereby actively contributing to coordination and joint learning efforts.

**It is with the goal of ensuring a fruitful and lasting commitment to engage and embed NEF in Belgian and EU relevant fora that NEF Belgium is seeking a new Board member to join its dynamic and erudite Board of Directors.**

## The Role

**Role:** Board Member

**Location:** Brussels, Belgium

**Status:**

This is high level position, undertaken on a volunteer basis. Reasonable expenses incurred in the execution of the Board duties will be reimbursed.

**Duration of the mandate:**

Board members are appointed for a 3 year term with the possibility of renewal for two more 3 year terms, according to the procedures set out in the Statutes and Operating Guidelines. Annual time commitment is estimated at approximately 80 to 100 hours.

## Job Summary

Board members are recognised for their leadership, commitment, integrity and professionalism. Once elected, they will serve in the best interests of NEF Belgium.

There are 4 Board meetings, and one strategic session and/or learning trip per year.

The new Board member tasks will include:

- Undertaking representation as mandated,
- Ensuring continued funding and financial stability through financial scrutiny,
- Enhancing organisational reputation,



- Diversifying and stabilising appropriate networks and contacts,
- Ensuring good governance, such as practising inclusiveness in consultation and decision making, and ensuring transparency of procedure.

We are seeking high level individuals with the requisite knowledge, gravitas and availability to be able to help drive the NEF Belgium agenda.

In the execution of their duties, the new Board member will:

- Espouse the purpose of the organisation, supporting, inspiring staff and other Board members in being effective and innovative. Proactively enact and hold themselves accountable in practising the values of the organisation.
- Act as a role model and be honest with others and true to themselves in upholding a reputation for integrity and excellence, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organisation's mission. Conduct organisational and operational duties as mandated with positive leadership exemplified by open communication, creativity, dedication, and empathy.
- Avoid any interest or activity that is in conflict with the conduct of official duties. Disclose their involvement with other organisations, businesses or individuals where such a relationship might be viewed as a conflict of interest.
- Attend organisational meetings, and support actively the messaging and stance of the organisation.

## **Main requirements**

We actively encourage applicants who will shoulder the above responsibilities, support the embedding of NEF Belgium in relevant Belgian and EU networks and contribute added value to the crucial work of the Board.

We will particularly prize the ability to provide support to and oversight of the Belgian development funding process and experience of compliance with EU funding requirements.

NEF Belgium Board members are physical persons, hold a position of senior responsibility and trust within their organisation and will be duly mandated by that organisation to undertake the role of Board member.



## Essential

- Hold her/himself to the highest standards of conduct and has a real understanding of the practice of good governance;
- Strive to support and reach consensus, endeavour to represent the broader interests of members and stakeholders;
- Reflect the deep personal investment and passion of the current NEF Belgium Board members;
- Currently be an active Secretariat or Board member of a Belgium registered civil society organisation and have a good understanding of related compliance requirements;
- Present a professional background in international development or related sectors with knowledge of micro-financing, blended financing or similar innovative financial programming methods;

## Desirable

- Have worked in or present a background related to the countries in which we work, namely: Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Sudan, South Sudan, and Syria. The knowledge of and connection within these countries is to allow for an optimised engagement and greater donor impact;
- Is familiar with European and Belgian donor communities and has the willingness and drive to contribute further to embedding NEF Belgium therein;
- Have fluency in both written and oral English;
- Uphold the terms of the Board Code of Conduct.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-012023-NEF or Pat-Jones-CoverLetter-012023- NEF.

## Timeline

**Closing Date:** 12th July 2024

**First stage interviews:** TBC

**Final interviews:** TBC



## Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of Digital Action values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [nef-belgium-board@oxfordhr.com](mailto:nef-belgium-board@oxfordhr.com) in the first instance.

## About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.