

## Help us advance digital rights in Europe!

The Digital Freedom Fund works to advance digital rights through strategic litigation in Europe. We're looking for an experienced Programme Officer to support our partners in bringing about change.

DFF provides financial support for strategic court cases and facilitates increased collaboration between those working to advance digital rights. The organisation also assists litigators in finding pro bono legal support. DFF does not itself litigate or engage in lobbying. Rather, it seeks to leverage the strong work digital rights organisations in Europe are already doing.

DFF operates with a light operational staff as its focus is on grantmaking and field support activities rather than participating in litigation work itself. The Programme Officer will work under the supervision of the Director on implementing DFF's strategy.

DFF's offices are in Berlin, which is where the Programme Officer will be based.

## Role description

The majority of the Programme Officer's time will be dedicated to DFF's grantmaking and field support activities, including the following main tasks:

- Administering DFF's grantmaking process, including issuing calls for applications, coordinating application assessments, and conducting grantee due diligence;
- Coordinating the preparation of grant recommendations for DFF's Board;
- Managing grantee relations, including financial and narrative reporting and disbursements;
- Assisting with donor reporting;
- Responsible for planning and organising logistics for partners' meetings, trainings and convenings; assisting with light administrative and operational tasks.

This is an opportunity to be part of a new organisation from the start and help shape its vision, strategy, profile and further development, as well as an opportunity for a talented professional to grow their role with the organisation.

## Candidate profile

- Bachelor's degree in a relevant field of study or equivalent experience/education; graduate degree preferred;
- At least 4-5 years of progressively responsible professional experience, with specific experience from the non-profit sector strongly preferred;
- Experience interacting with non-profit organisations in a grantmaking capacity highly desirable;

- Excellent written and verbal skills in English; German language skills are a plus;
- Attention to detail essential;
- Understanding of budgets; basic finance skills;
- Able to work effectively both as a team member and independently, with a high level of self-motivation; excellent organisational and interpersonal skills;
- Proactive work attitude; able to prioritise between competing tasks and to set and meet goals;
- Demonstrable commitment to human rights;
- Knowledge of key organisations and networks active in the field of digital rights is a plus;
- Willingness to occasionally travel internationally.

## Conditions

Salary: EUR 35.000-50.000 gross per year, depending on level of experience, based on full-time employment of 40 hours per week. DFF provides its employees with a laptop, mobile phone contribution, and pays a pension contribution additional to the statutory requirements. The initial employment term will be 1 year, with the possibility of renewal.

The position will be filled on a rolling basis.

## How to apply

Please send the following to [info@digitalfreedomfund.org](mailto:info@digitalfreedomfund.org) with "DFF Programme Officer <name>" in the subject line:

- Statement of motivation (1 page)
- CV (2 pages)
- Names of two professional references

References will not be contacted without prior approval of the applicant.

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<https://digitalfreedomfund.org>

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