

Vacancy note

Senior Executive (50 - 80%)

About EADI

EADI - the European Association of Development Research and Training Institutes - is the leading professional association for development studies in Europe and forms a European-wide network of institutes, researchers, and students of various disciplines in the field of development studies. The association was founded in 1975 and is an independent and non-profit making international non-governmental organisation. Its Secretariat is based in Bonn, Germany. For further details see our website: www.eadi.org.

Job description

EADI is currently seeking to fill the position of **Senior Executive from 1 November 2025 with a focus on conference and event coordination**. The successful candidate will join our small and dynamic office, where everyone plays an important role and has an impact.

The Senior Executive will cooperate closely with the Executive Director and perform a variety of tasks at the heart of the association, such as the organization of scientific conferences, events, outreach activities, project development and administration. The candidates are expected to demonstrate a solid understanding of development issues, be fluent in English and preferably with a good working knowledge of German. The position will allow the successful candidate to use his/her project and event management, communication and reporting, and funding proposal writing skills. The role would suit a candidate with some years of professional experience and willing to take up team leadership in defined areas. The successful candidate will be offered a (TVÖD) contract on part-time basis (50 - 80 %), with a salary of 38.000 Euro before taxes (80%). The initial contract will be for a period of 24 months, subject to a probationary period of six months. The position is based in our office in Bonn. All genders are welcome.

Specific tasks:

- Coordination and organization of large conferences (i.e. EADI IOB conference 2026) and smaller public events and internal meetings for various target groups of the association
- Coordination, organization and facilitation of online meetings and webinars
- Service for EADI members and EADI working groups
- Reporting and communication tasks
- Contribution to the preparation of funding applications
- Administrative and accounting tasks

Requirements:

- University Degree (MA, MSc) in relevant social sciences fields
- Relevant professional experience (including internships and voluntary services)
- Strong interest in association management
- Good communication and writing skills (in English, and preferably also German, French or Spanish)
- Ability to multitask, prioritize and perform under tight deadlines
- Ability to take initiatives and to work independently
- Facilitation and moderation skills (also online)
- Detailed knowledge of MS Office programs, especially Excel
- Experience with social media such as Twitter, Facebook, Bluesky
- Experience with, or preferably ability to use a series of multi-media creative tools such from Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere, Podcast software such as Audacity or Riverside); and implementing effective web content management using Content Management Systems such as Typo3, WordPress, and mailing list software such as Mailchimp
- Eligible to work in the EU / holder of a work permit for Germany

In addition, we appreciate:

- Knowledge of scientific publishing processes
- Availability to travel in other countries
- Understanding of the research panorama in development studies at the European level
- Interest in science communication.

Applicants are requested to send their application in English with cover letter, CV, certificates and references (without a photo) in ONE pdf document, with 'Senior Executive' in the subject line, to itter@eadi.org. The cover letter can be addressed to Ms. Susanne von Itter, Executive Director. Closing date for applications is 15 October (midnight).

We thank all candidates for their interest, however we will only be able to contact shortlisted candidates.

22.09.2025