

CALL FOR PROJECT MANAGER

Focus: Funding & Fundraising (permanent position)

Youth of European Nationalities (YEN) is looking for a full-time Project Manager with a focus on funding and fundraising for the YEN office in Berlin.

YEN is the largest network of youth organisations of autochthonous, national, and linguistic minorities in Europe. Under the slogan "Minority Rights are Human Rights," YEN represents the interests of young members of national, ethnic, and linguistic minorities, currently 42 member organisations from 18 countries.

Start: as soon as possible, ideally September 1st, 2026

Job Location: Berlin-Mitte, Germany

Application deadline: August 15, submitted to secretary.general@yeni.org

Job Description

Project Management

- Organising and coordinating of YEN's events and projects (volunteer and programme coordination, booking travel and location, budget overview of the projects, reporting deadlines, funder requirements).

Funding and Fundraising

- Researching and identifying funding opportunities on European, national, and regional level (EU, foundations, ministries, regional programmes)
- Drafting and co-drafting funding applications and reports, in close cooperation with the Secretary General
- Building and maintaining relationships with funders, donors, and potential partners
- Supporting the diversification of YEN's funding base, including private and programme-based funding sources
- Contributing to YEN's financial planning and budget tracking for funded projects, in cooperation with the Treasurer
- Supporting the communication around YEN's events and seminars if needed
- Working closely with the Secretary General and Board on YEN's overall financial resilience.

Preferred qualifications of the applicant

- Excellent knowledge of both English and German
- Experience in fundraising, grant writing, reporting or project management, ideally in an NGO or youth organisation context
- Familiarity with financial planning and budget tracking for grant-funded projects
- Strong organisational skills and the ability to manage multiple deadlines at once
- Strong written communication skills and attention to detail
- Experience or interest in the field of human rights and/or autochthonous, national minorities is an advantage
- Willingness to work flexibly and travel occasionally in Europe.

We offer

- Full-time position (40 hours per week), permanent
- Flexible working conditions (home office days)
- Workplace in the centre of Berlin (Mitte) with good public transport connection
- Work in a dedicated, young team
- Opportunities to build and strengthen your international network
- Inspiring and creative work environment at an international level
- The opportunity to build deep expertise in EU and international funding for civil society and youth work

The application should include

- An application letter in English or German explaining the candidate's motivation and qualifications
- A curriculum vitae
- If available: references and credentials.
- The soonest date that you can start working.

→ All in one PDF file and to be send to

The job interviews will take place digitally August 20-21 (only online) in Berlin or August 24-27 in our office in Berlin, Reinhardtstraße 27b (possible to do hybrid).

Contact

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www.yeni.org