

**Position Description:**  
**Head of ECA Foundation**  
**Full time or 80%**

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## HEAD OF ECA FOUNDATION

Reporting to: ECA Foundation Board and other people designated by the Foundation Board.

Location: ECA Foundation's offices in Nyon Switzerland, with potential option to be based remotely. International (mainly European) travel for the ECA Foundation to ECA events, ECA member club visits and other business engagements as required.

## ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels. With a current membership base of more than 740 professional football clubs from across the continent, increasing all the time, ECA is the representative voice of European clubs on the international football landscape.

Working closely with football's governing bodies, competition organisers and other professional stakeholders, ECA's core purpose is to place clubs at the 'Heart of Football'. ECA is continually looking for the most talented people to join our administration to ensure it enhances the value of our activities and services for Member clubs.

ECA has a rapidly growing team of nearly 50 people and is on a mission of organizational development, targeting a digitally led, performance-driven culture, delivering high impact outcomes for our colleagues and our members.

Equity, diversity, and inclusion are part of ECA's core values. We are committed to building and sustaining an inclusive and equitable working and learning environment for all staff and members.

## ABOUT THE ECA FOUNDATION

ECA has been continuously contributing towards building a better world thanks to the power of football via concrete initiatives. Following a Board decision last season, the formal structure of the ECA Foundation has now been created in order to bring together various initiatives and programmes under a single, dedicated separate entity which can drive forward ECA's impact off the pitch.

After 15 months making a difference to the lives of refugees across Europe, ECA's €1million [Ukraine Relief Fund](#) delivered on its last round of projects during summer 2023. The ground-breaking fund was announced at the General Assembly in March 2022 by ECA Chairman Nasser Al-Khelaifi, who said the seven-figure sum would be available to support football clubs' efforts in assisting Ukrainian refugees, including finding safe places for young Ukrainian football players. ECA partnered with the UEFA Foundation for Children in order to implement this humanitarian project in advance of establishing a dedicated Foundation.

In 2023, following the devastating earthquakes that hit Türkiye and Syria, ECA and UNHCR, the UN Refugee Agency, agreed a [partnership](#) to activate a €500,000 donation made by ECA towards humanitarian aid relief projects following the aftermaths of the disaster.

Finally, at its most recent General Assembly in Athens in late 2024, ECA organised a [charity activity](#) supported by non-profit organisations Eleven Campaign and Desmos. Local children had the unique opportunity to meet football legends to amplify ECA's emergency fund for recovery projects

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that support Greek communities and sporting facilities which were affected by the wildfires in Greece in summer 2024. As part of the initiative, ECA pledged a contribution to Desmos, a local foundation that supports community projects across Greece and works alongside Eleven Campaign, an international non-profit organisation that uses the power of sport to refurbish football pitches damaged by natural disasters.

Going forward, the newly constituted ECA Foundation will enable ECA to have a dedicated entity with the aim of using the power of sport, in particular football, to actively contribute towards transforming lives, uniting communities and building a sustainable future for all.

The ECA Foundation is committed to leveraging the influence of football to actively contribute to societal well-being. Its mission is to promote equality and inclusion, child and youth protection, education, health and well-being and environmental protection.

## **POSITION MISSION AND PROFILE**

The Head of ECA Foundation will be responsible for overseeing the Foundation's strategy, operations and execution of development activities in conjunction with the ECA Foundation Board, composed by a mix of representatives from ECA Member Clubs, stakeholders and other independent individuals or individuals representing entities such as the Bill & Melinda Gates Foundation.

## **CORE RESPONSIBILITIES**

- Design, develop and execute a comprehensive development strategy for the ECA Foundation that supports its mission and goals.
- Develop and manage comprehensive fundraising plans and programmes with specific long-term and short-term goals and objectives which reflect the Foundations priorities. This includes seeking grants, endowments from individual donors and private foundations, database management, donor acknowledgement and communication.
- Manage and administer the operation of the ECA Foundation, drawing support from the ECA Administration on aspects such as Communications, Sustainability, Finance, HR, Legal, Membership, etc.
- Develop and deliver communications strategies and campaigns to create positive visibility of the ECA Foundation in the community.
- Create a funding distribution plan and identify funding opportunities, initiatives, partnerships and areas of need and how the ECA Foundation can support/enrich in alignment with its purpose and missions and maximizing the impact.
- Monitor the usage of the funds distributed to the different initiatives supported by the ECA Foundation in line with agreed KPIs, including impact analysis and reviewing evidence (e.g. invoices), visiting the sites / projects, etc.
- Cultivate and grow relationships with ECA Members, football stakeholders, NGOs and individual/corporate donors and in support of the fundraising plan and identification of funding opportunities.
- Plan and coordinate events aimed at donor prospects including clubs and other target groups.

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- Monitor all donor information; provide and present statistical and narrative reports to evaluate the impact of all programmes and activities.
  - to prepare budgets and financial reports to the Foundation Board, drawing support from ECA administration.
  - Develop agendas, related documentation and minutes for meetings with the ECA Foundation Board or any other party.
  - Communicate regularly with the ECA Foundation Board or any relevant stakeholder committees regarding accomplishments and needs specific to development activities.
  - Participate in/on a variety of meetings, committees, taskforces and/or other related groups to communicate information regarding the ECA Foundation and its initiatives.
  - Develop and administer policies, procedures and processes in support of the ECA Foundation goals and operations.

## EXPERIENCE

- A minimum of 10 years of experience in a similar Foundation, through creation and growth phases, including NGOs, corporate relations, funding programmes and fundraising.
- Track record in leading or managing a nonprofit organisation and/or foundation operation and/or a multi-faceted fundraising/advancement programme.
- Knowledge of the European football landscape and other sports landscapes would be beneficial.
- Experience working in an international environment.

## EDUCATION

- A degree in political sciences, public relations, journalism, communications, or a related field.
- Fluency in English (both written and spoken). Fluency (or a high level of proficiency) in another European language would be highly advantageous.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint); experience in the use of social media for organisational communications purposes; experience in other communications tools (e.g. monitoring).

## SKILLS

- Strong organisational skills with the ability to handle multiple tasks and deadlines and work well with others in a fast-paced and often ambiguous environment.
- Excellent written and oral communication skills.
- Ability to speak in public, present information, facilitate group discussion and influence.
- Enthusiasm for the ECA Foundation's mission and its programmes.
- Understanding of the non-profit world.

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- A professional, positive and proactive approach to working collaboratively with the team, the wider organisation and member clubs.
  - Proactive and a problem solver.
  - Strong teamwork/collaborative skills.
  - Innovative with the ability to think strategically while being hands on.
  - Familiarity with social media, including, but not limited to, Instagram and LinkedIn.
  - Interest in and knowledge of sports / football.

**You are invited to send your CV to our People & Culture Team at [jobs@ecaeurope.com](mailto:jobs@ecaeurope.com).**

**Due to the volume of applications we receive, we regret that we will only contact those candidates who have been selected for an interview.**