



FONDATION
DE LUXEMBOURG

Philanthropy in action

Project Manager with focus on Scientific Research, Climate & Biodiversity

The Fondation de Luxembourg is a nonprofit European foundation and center of expertise in the field of philanthropy. The Foundation acts as umbrella foundation and assists donors from all over Europe in the structuring, managing and monitoring of their charitable foundations active in Europe and worldwide.

Created by the State of Luxembourg and the Oeuvre Nationale de Secours Grande-Duchesse Charlotte, the Fondation de Luxembourg's mission is to promote and facilitate private philanthropic engagement.

We are seeking a Project Manager with experience in research-related program management to join our team. In this role, you will focus on the sourcing, monitoring, and evaluation of projects in the areas of scientific research and public health, climate change and biodiversity.

Your Role

As Project Manager, your key responsibilities will include:

- **Partnership Engagement:** Act as the main point of contact for public benefit organizations active in the fields of scientific research, public health, climate change and biodiversity.
- **Project Sourcing:** Proactively identify, assess and recommend potential beneficiary projects that align with the priorities of the founders of the foundations under our aegis.
- **Grant and Contract Management:** Oversee the preparation of contracts and grant letters related to financial support for beneficiary organizations ensuring accuracy and alignment with foundation objectives.
- **Project Monitoring and Reporting:** Monitor the implementation and progress of funded projects and provide clear, structured progress reports to the Management Committees of the relevant foundations.
- **Project coordinator – Fondation pour le Climat:** Lead the coordination of project support for the Fondation pour le Climat under our aegis, identifying local high-impact projects, facilitating collaboration with beneficiary organizations, monitoring project execution and reporting on outcomes.

Your Profile

- A University degree and **more than five years of work experience** preferably as program manager/program coordinator in the area of scientific research or related area.
- Thorough knowledge of the **Luxembourg research ecosystem**.
- **Fluency in French and English** (spoken and written), proficiency in German is considered an advantage.
- Strong **technical skills** and ability to improve and streamline project monitoring tools and processes.
- Excellent **analytical capabilities**, enthusiasm and a proactive approach.
- A strong sense of **teamwork** combined with a **solution-oriented, flexible, and responsible** work style.
- Highly **organized, rigorous** and detail-oriented.
- Professional **references**.

We Offer

- The opportunity to participate in an ambitious European initiative serving the public interest.
- An exciting and dynamic international work environment.
- Stimulating and diversified work within a small, collaborative team with exposure to multiple cultures and nationalities.
- A reasonable remuneration according to profile and experience.

Candidates interested in the above role are invited to send their application with CV and recent photograph by email to recr@fdlux.lu.

For more detailed information about Fondation de Luxembourg, we invite you to visit our website www.fdlux.lu.