



FONDATION  
DE LUXEMBOURG

Philanthropy in action

## Head of Foundation Management

*The **Fondation de Luxembourg** is a non-profit European foundation and center of expertise in the field of philanthropy. The Foundation acts as an umbrella foundation and assists donors from all over Europe in the structuring, managing and monitoring of their foundations hosted under its umbrella structure. Since its creation, more than 130 foundations have been established. These foundations, which represent over 430 million euro in commitments, are active in the support of charitable projects in Europe and worldwide.*

*Created by the State of Luxembourg and the Oeuvre Nationale de Secours Grande-Duchesse Charlotte in 2008, the **Fondation de Luxembourg**'s mission is to promote and facilitate private philanthropic engagement.*

We are looking to establish a new senior position who will be **in charge of the coordination of the foundations under our aegis.**

## Your Role

You will be representing the **Fondation de Luxembourg** on the Management Committees of numerous foundations hosted under its aegis.

In this capacity, you will be responsible for the overall coordination of these foundations, reporting directly to the Director General.

Your responsibilities will include overseeing the activities of the foundations by liaising with the Operations and Finance Manager and the team of Program Managers, ensuring flawless execution of all relevant commitments towards the founders, as well as monitoring the implementation of decisions taken by the Management Committees.

## **Your Profile**

- A Master's degree in finance, law, Business Administration, or a related field combined with 10 years of relevant professional experience in a senior management role.
- Fluent in French, English and German. Knowledge of Luxembourgish is an advantage.
- Strong interpersonal skills, with the ability to engage constructively with a wide range of personalities.
- Excellent writing skills.
- Strong negotiation skills, capable of navigating complex and sometimes conflicting interests, while maintaining a constructive and solution-oriented approach.
- Sound understanding of corporate governance, legal and regulatory frameworks.
- Solid financial acumen, including the ability to interpret financial statements and understand investment portfolios.
- Board experience.
- Keen interest in international current affairs and awareness of geopolitical and societal developments.
- Pragmatic and solution-oriented work approach with a high level of accountability and ownership.
- Team-oriented.
- Rigorous and well organized, while also being meticulous and precise.

## **We Offer**

- The chance to participate in an ambitious European initiative in the general interest.
- An exciting and dynamic international environment serving a greater purpose.
- Stimulating and diversified work within a small team involving contacts with different 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](mailto:recr@fdlux.lu).