

Head of the Content Fund's Kyiv office

[The Creative Content Support Fund \(Content Fund\)](#) is recruiting a **Head of the Fund's office based in Kyiv** to manage the overall activities and operations of the Fund.

Background

The Content Fund is a newly established non-profit foundation registered in Belgium to offer grants for the creation, acquisition and circulation of distinctive, innovative, entertaining and informative TV and Video content in the Russian language – including the development of new ideas, formats, voices, audiences, skills, platforms and talent working in the Eastern Partnership and beyond. It seeks to bring plurality and balance to the Russian-language media space. The Fund has the support of and is backed financially by a number of European governments.

Role & Person Specification

The role of the Head of Kyiv Office is to lead the day to day activities of the Fund, to develop its operations, to manage a small Secretariat, to oversee the distribution of grants and the monitoring and evaluation of media projects, to be responsible for all key budgets of the Fund, and to work with and report regularly to its governing bodies.

The working location is Kyiv with some visits to Brussels. Occasional travel across the region of the Eastern Partnership and beyond is envisaged.

The successful candidate will have the following key experience, skills, qualities and attributes:

1. **Leadership** – An inclusive leadership style. Working with the governing bodies, you will need to set a clear vision for the organisation and its values, which will inspire confidence among donors and independent media platforms. Experience of a leadership role within a medium sized media organisation or a creative NGO is essential.
2. **Management** – You will be responsible for developing and implementing the financial and operational strategy of the organisation, and accountable to the governing bodies for the Funds budgets and projects. You will need to lead a small Secretariat for the day to day running of the Fund. You will have 5+ years experience in managing media operations, including staff, budgets and projects. You will have experience of grant-making cycle, including contractual, financial and administrative processes, as well as experience and knowledge of donors operating in the region. You will have demonstrable experience in recruiting staff, in working with third party producers or distributors, and in co-operating with stakeholders across disciplines and territories. Experience of working in business development, and/or the public sector or an NGO is desirable.
3. **Media experience** – The role requires an understanding of the production and distribution of popular and high quality TV and Digital content. You will have a passion for TV and Video production and distribution, and a track record of producing or distributing distinctive and innovative media content. Experience of commissioning, developing, producing or distributing content for TV, VOD or the Web in one of the following genres is desirable: factual, documentary, social reality, lifestyle, entertainment, comedy, drama.
4. **Local knowledge** – The Fund activities will cover the countries of the Eastern Partnership and other Russian-speaking countries of the region. The role requires a good working

knowledge of the media landscape in these regions, including an understanding of the main TV and video distribution channels, their strengths and weaknesses. An understanding of the audiences for Russian language content, and a knowledge of the cultural and regulatory influences on the media in the region is desirable.

5. **Language Skills** – Fluency in Russian, as well as English, is a prerequisite.
6. **Personal Qualities** – You will need to be flexible and resilient, able to travel in the region and work long and irregular hours as required. You must be able to work with multiple stakeholders, and understand political and business pressures. This role has a public profile, and the successful candidate will have strong presentation skills, and able to become powerful defender and passionate advocate of plurality in the Russian-language media sphere.

The successful candidate will be offered a competitive remuneration based on the average salary level of international senior staff in NGO/donor supported jobs.

How to apply

Should you meet the required expertise above please submit your CV (Europass format preferred) including a cover letter with the reasons for applying, monthly gross salary expectations in euro and contact information for two referees.

Applications should be sent to the following email address: jobs@contentfund.org with a reference “**Head of Kyiv office**”. Please no phone calls/emails/letters.

The application deadline is **1 May 2019** at 12 midnight Brussels time.

All applications will be kept on file but candidates will only be contacted if shortlisted. The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information.