

Vacancy – Fundraising & Partnership Trainee

LRE Foundation – Brussels (BE) office

Starting date: September 2025

Deadline to apply: 4 July 2025

OFFER

We are offering a traineeship position in a dynamic, multi-cultural, collaborative environment. Starting anytime, this traineeship is flexible in its duration (from 4 to 6 months) and in the working time (from part-time to full-time). It is located in Brussels (a hybrid approach with remote working is possible).

If you are interested in this position, please address your cover letter to Rémi Praud, Managing Director, and send it with your CV to the following address: r.praud@lre-foundation.org, with the following email subject: Fundraising & Partnerships Traineeship.

SCOPE AND TASKS

Under the supervision of the Managing Director, and in close coordination with the LREF communications and project teams, the trainee will contribute to the LREF's efforts to strengthen and expand its fundraising, membership, and partnership activities.

Tasks will include:

- Contributing to the design of a targeted donation strategy for both individual and institutional donors, with a focus on Europe and North America, including the marketing and communication aspects of donor outreach and engagement.
- Researching and identifying potential donors, sponsors, and philanthropic foundations aligned with the Foundation's mission.
- Supporting the creation of tailored fundraising campaigns and outreach materials, , proposals, presentations, and donor reports.
- Supporting the coordination of membership and partner communication, outreach, and engagement.
- Contributing to the analysis and improvement of the membership strategy, including research on similar networks.
- Helping develop and implement strategies to grow and diversify the LRE Foundation's membership base, identifying new prospects and supporting outreach initiatives.
- Assisting with grant applications (EU, national, and private foundations), including the preparation of proposals, budgets, and supporting documentation.
- Helping maintain and update the CRM system and donor/membership databases.
- Participating in the preparation of events, presentations, and networking activities related to fundraising, membership and partnerships.

Depending on the trainee's profile and interests, involvement in additional tasks and projects may be possible.

PROFILE

We are looking for a Trainee with:

- Demonstrated interest in the mission and values of the LRE Foundation.

- A university degree, preferably at Master's level, in a relevant field such as fundraising, philanthropy, nonprofit management, or fundraising and donor communications.
- Some initial experience (internships, academic projects, or student initiatives) in fundraising, donor relations, or membership development.
- Excellent command of English (written and spoken); a good working knowledge of French, Dutch, or German is an asset.
- Strong communication skills, both written and interpersonal, with the ability to adapt tone and messaging for different audiences.
- Analytical and detail-oriented mindset, capable of conducting donor and market research.
- A proactive and organised attitude, with the ability to work both independently and in a team setting.

ABOUT THE LRE FOUNDATION

The LRE Foundation is a growing international, inclusive network that connects people and organisations dedicated to preserving and valorising the tangible and intangible cultural heritage related to World War II, its memory and meaning. The organisation's main objective is to make this history relevant and accessible, especially for the younger generations. Three key remembrance projects developed by LREF are the Liberation Route Europe, Europe Remembers and the LRE Youth Programme.

- The Liberation Route Europe is a certified Cultural Route of the Council of Europe that links the main regions along the advance of the Allied Forces in 1943-1945. In order to make the route a physical part of the European landscape, LREF is developing a network of Liberation Route Europe trails that allows new ways to experience the route by hiking, walking, and cycling.
- 'Europe Remembers' is a platform that brings together commemorative sites, museums, and events in a collaborative, inspirational travel portal that enables diverse communities to reflect on the complex heritage of World War II from multiple historical perspectives.
- Engaging the younger generations is a key objective for the LRE Foundation. The LRE Youth Programme promotes innovative forms of active remembrance and memory transmission, ensuring that even as living memory becomes history, the stories and sacrifices of individuals will not be forgotten.

Find out more at www.lre-foundation.org, www.liberationroute.com and europe remembers.com

The LRE Foundation has two international offices: in Brussels, Belgium and Arnhem, the Netherlands, as well as branch associations in the UK, Italy, Germany, Poland and France.

The LRE Foundation is an equal opportunity employer that is committed to creating an inclusive workplace that provides mutual respect for all. We value diversity and encourage individuals from all backgrounds to join the team as it allows us to better understand and to meet the needs of our members and the communities in which we serve. We do not discriminate based upon race, colour, religion, national origin, ancestry, marital status, medical condition, sex, age, physical or mental disability, gender identity/expression, sexual orientation, or any other legally protected status. We welcome applicants from all backgrounds, communities, and industries, and we are committed to building a team made up of diverse skills, experiences, and abilities.