

Job Offer

Development & Resource Officer

Based in Paris, France

The [Forum on Information and Democracy](#) is the implementing body of the [International Partnership for Information and Democracy](#), signed by 55 countries. Founded in 2019 by 11 NGOs and research centers, its mission is to implement democratic safeguards in the global information and communication space.

The Forum brings together international working groups composed of experts and chaired by high-level figures (Angel Gurría, Maria Ressa, Marietje Schaake, Shoshana Zuboff, etc.). Their mandate is to publish regulatory and self-regulatory recommendations addressed to various stakeholders (states, platforms, civil society, etc.).

In parallel, it hosts the [International Observatory on Information and Democracy](#), which aims to collect, aggregate, and synthesize existing research on the impact of the information ecosystem on democracy.

Since its creation, the Forum on Information and Democracy has built a vast network of researchers, activists, and advocates for human rights and democracy in the broadest sense. Its numerous publications have also inspired several initiatives at the European level and around the world.

As part of its development and in order to further advance its mission, the Forum on Information and Democracy is recruiting a **Development and Resource Officer** to support its growth and strengthen the promotion of democratic standards in the digital space worldwide.

MAIN RESPONSIBILITIES

- Coordinate fundraising efforts and donor relations, in collaboration with the Executive Director
- Draft funding proposals in coordination with team members, follow up on applications, and manage relationships with prospects
- Ensure proper follow-up on grant contracts and reporting deadlines (both financial and narrative)
- Prepare the organization's forecast budgets and contribute to budget preparation for funding proposals
- Ensure sound financial management of the organization, in collaboration with the accounting firm and the Executive Director

PROFILE

- Master's degree (Bac +4/5) in international project management, administration, business development, or business school
- Proven ability to raise funds for NGOs or other private or public institutions
- Capacity for innovation and creativity in developing complex projects, sometimes involving multiple stakeholders
- Strong skills in budget monitoring (accounting entries, invoice management, etc.) and ideally knowledge of managing non-profit organizations under French law (Association loi 1901)
- Interest in topics related to digital issues, information, and democracy
- At least three years of relevant professional experience
- Excellent writing and communication skills, with strong organizational rigor
- Autonomous, responsive, and meticulous, with a sense of initiative and enjoyment in working within a small, productive team
- Experience in an international environment is highly valued
- Excellent command of English (spoken, read, and written) is required
- Knowledge of a second foreign language (especially Spanish) is a strong asset

PRACTICAL DETAILS

- **Type and duration of contract:** French fixed-term contract (CDD)
- **Start date:** Mid-July 2025. The initial contract is for six months and may be renewed or converted into a permanent contract (CDI)
- **Compensation:** Based on experience and within the Forum's salary range for this level
- **Other benefits:** Meal vouchers (tickets restaurant), 50% reimbursement of transportation costs, generous leave policy
- **Location:** Offices located in central Paris (75002)
- **Remote work:** Possibility of part-time remote work (two days per week) with manager approval

TO APPLY

Please send your CV and cover letter **in English** to contact@informationdemocracy.org by **June 27 at 11:59 PM (Paris time)**.