



Network Development Officer (Maternity Leave Replacement)

Job announcement

Netherlands based

Full-time/Part-time:	Fulltime/part-time, 36-32 hours per week
Duration:	7-month maternity leave cover, starting 1st July 2025
Location:	Global Office Ede-Wageningen, The Netherlands; Hybrid work possible
Salary:	Dependent on experience (Euro Gross 3.100 – 4.800 – Full-time)

About us

At [Wetlands International](#), we are dedicated to safeguarding and restoring wetlands so that these unique habitats are treasured and nurtured for their beauty, the life they support and the resources they provide. We work to conserve and restore diverse wetland systems in all parts of the world, ranging from coastal wetlands such as mudflats and mangroves to freshwater systems all the way up to the mountains, including peatlands, marshes, rivers and floodplains. To make a global difference and ensure sustainable wetland management across land and seascapes, we inspire and mobilise society to act and influence levers of change.

Your role

The Network Development Officer (maternity leave cover) will temporarily support the planning, coordination, and implementation of organizational development processes across the Wetlands International network of offices. This role ensures continuity in internal coordination, project management, and donor reporting during the Network Development Officer's absence. The officer will also be responsible for project contract reporting, coordination, and supporting the further development of the Network Development Plan in line with the organisation's Strategic Intent.

Responsibilities

- Act as project manager for ongoing organizational development initiatives, including financial tracking, planning, developing terms of reference, liaising with partners, coordinating standard project (sub)contracting, and preparing reports to institutional donors.
- Coordinate, review, and process project contract financial and narrative reporting as needed, in collaboration with the finance and programme teams.
- Support the development of the Network Development Plan, ensuring alignment with the new organizational strategy development process.
- Plan, coordinate, and follow up on Network Management Team meetings and the Annual Meeting, including drafting and coordinating agendas and meeting reports.
- Coordinate donor reporting cycle, ensuring timely and quality contributions from relevant teams.
- Support the coordination and follow-up of the annual organizational reporting and planning cycles.
- Maintain an overview of the network's Organisational Development Plans and budgets and advise on actions to strengthen these.
- Foster collaboration across the network by facilitating information sharing, internal coordination, and cross-office engagement.

Your profile

The ideal candidate is a proactive, organized, and adaptable team player with a background in complex project management and/or institutional development, especially within international or nonprofit organizational settings. The candidate is service-oriented, with a systematic approach and attention to detail, and capable of quickly adapting to an existing structure to ensure continuity and performance.

Education, skills and experience

- Proven experience managing complex projects including financial tracking, donor reporting, and stakeholder coordination.
- Experience with international nonprofit organizations and their governance and operational structures.
- Experience in organizational development and institutional growth processes
- Strong planning and coordination skills for high-level meetings and strategic processes.
- Proficiency in digital information systems (e.g., SharePoint, Teams).
- Excellent communication and writing skills in English; other languages (French, Spanish, Dutch) are an asset.
- Bachelor's degree in a relevant field (e.g., management, international development, business administration, law).
- Strong interpersonal skills and cultural sensitivity.

How to apply

Please send your CV and motivation letter to Jozefa van der Veen, HR Officer to: hr@wetlands.org. Please mark in the subject: "*Application: Network Development Officer*". Early applications are strongly encouraged and will be processed upon receipt.