

# Director

European & International Booksellers Federation (EIBF)

Brussels-based | Full-time | €80,000 salary (or equivalent contracting arrangement)





## ABOUT EIBF

The **European and International Booksellers Federation (EIBF)** is the global voice of booksellers. With members spanning Europe and beyond, we advocate for book-friendly policies, strengthen the role of bookselling as a cultural and economic force, and support the exchange of best practices among bookselling organisations worldwide.

Our work includes EU and international advocacy, delivery of major projects (including **RISE** and the **European Union Prize for Literature**), sector research, international outreach, and communication initiatives. The Brussels-based secretariat consists of the Director and a small, dynamic team, and Governance is provided by the President, Treasurer, and a 10-member Executive Committee.

EIBF is at an exciting moment, continuing to expand its visibility, relevance, and impact in Brussels and across Europe. We are now seeking a new **Director** to lead the organisation into its next chapter.



# The Role

The **Director of EIBF** leads the Brussels secretariat and is responsible for the organisation's strategic direction, operational management, external representation, and overall impact. Reporting to the President and Executive Committee, the Director works closely with Members, EU institutions, policy partners, and the wider bookselling community.

This is a hands-on leadership role requiring a balance of strategic thinking, advocacy expertise, team leadership, and operational oversight. It is ideally suited to a mission-driven leader who thrives in a small, international, values-led organisation and is energised by representing booksellers at European and global levels.





# Key Responsibilities

## EU Policy & Advocacy

- Shape and implement EIBF's strategic vision and annual priorities.
- Identify opportunities to advance the interests of booksellers in policy, projects, and global initiatives.
- Represent EIBF to EU institutions, in high-level meetings, sector events, and international forums.
- Lead advocacy across a range of technical and business-focused policy files (e.g., deforestation, public procurement, late payments, geo-blocking).
- Monitor legislative developments, brief Members, and coordinate advocacy responses.
- Build strong relationships with policymakers, parliamentary assistants, and institutional partners.

## Team Leadership & Organisational Management

- Lead, support, and develop the Brussels secretariat team.
- Foster a collaborative, inclusive, high-performance culture.
- Oversee HR, recruitment, and staff development and ensure efficient daily operations.
- Manage organisational budgets and financial planning.



## Project Oversight

- Oversee the delivery of key EU-funded and international projects (e.g., RISE, EUPL).
- Manage compliance, reporting, timelines, and partner engagement.
- Ensure effective coordination between project partners, Members, and stakeholders.

## Membership Relations

- Cultivate strong relationships across EIBF's diverse Member associations.
- Facilitate knowledge exchange, collaboration, and best-practice sharing.
- Understand differing national market contexts and support Members' needs.

# Person Specification - Expertise & Experience

We are looking for candidates with the following background:

## **Leadership & Sector Experience**

- Significant experience in a leadership role within a cultural organisation, NGO, federation, policy, or lobbying environment.
- Experience managing small, multidisciplinary teams.
- Affinity with books, literature, or the wider cultural sector.

## **EU Policy, Advocacy & Projects**

- Strong knowledge of EU policymaking processes and the Brussels political ecosystem.
- Proven ability to manage EU-funded projects and navigate complex stakeholder environments.

## **Relationship-Building & Interpersonal Skills**

- Excellent relationship-building and partnership-management skills.
- High emotional intelligence, with the ability to work across cultures, handle sensitive issues, and maintain professionalism.
- Clear, confident, and credible communicator and spokesperson.

## **Operational & Organisational Competence**

- Strong organisational and prioritisation abilities.
- Solid financial acumen and operational competence.
- Familiarity with Belgian employment and administrative frameworks (or willingness to learn quickly).

## **Education & Languages**

- Academic degree at master's level or equivalent professional experience.
- Fluent in English; French strongly preferred; other EU languages an advantage.







## How to Apply

Candidates interested in joining EIBF at this exciting moment of growth and impact should submit their CV to MadlinHanna Consulting, our appointed recruitment partners.

Please use the following address: [eibf@madlinhanna.com](mailto:eibf@madlinhanna.com)  
Closing date: January 9th 2026