TRADE PROMOTION EUROPE
One voice for European trade promotion

31/07/2026

Job vacancy

Operations, Member Services and Projects Manager

Brussels, Belgium | Full-time | Application deadline: 15 September 2026

About Trade Promotion Europe

Trade Promotion Europe (TPE) is the European umbrella association of national and regional Trade Promotion Organisations and Agrifood Promotion Organisations. It provides a shared platform through which its members strengthen cooperation, exchange experience, build capacity and represent common interests at European level.

TPE's purpose is to help its members better support European exporters, particularly SMEs, as they navigate international markets, respond to global risks and identify opportunities within and beyond the Single Market. As TPE's activities and cooperation with members and partners continue to grow, the Association is seeking an experienced professional to strengthen its Brussels-based Secretariat.

The Role

The Operations, Member Services and Partnerships Manager will work closely with and report to the Secretary General. The successful candidate will help translate Board decisions and strategic priorities into effective implementation, strengthen engagement and services for members, coordinate projects and activities, and contribute to the development of partnerships and funding opportunities.

The position will also support the effective day-to-day functioning of the Secretariat and help maintain TPE's institutional knowledge, internal systems, relationships and ongoing commitments. This is primarily an operational, member-focused and business-facing role. A significant part of the position involves practical coordination, administration, follow-up and organisational support. Candidates should therefore be comfortable combining member engagement and partnership development with detailed operational and administrative responsibilities. The successful candidate should also have a practical understanding of the European institutional and programme environment in which TPE operates.

Main Responsibilities

Operations, Projects and Events

- Support the implementation of TPE's strategy, annual work programme and Board decisions.
- Turn agreed priorities into practical workplans, timelines and follow-up actions.
- Coordinate the delivery of projects, events, webinars, study visits and other TPE activities, including relevant logistical arrangements.
- Monitor progress, budgets and results, and prepare concise implementation reports.

Member and governance support

- Maintain regular contact with TPE members and respond to their requests in a timely and practical manner.
- Support member consultations, surveys, peer exchanges, onboarding and other member-focused activities.

- Prepare agendas, briefings, presentations, minutes and action lists for Board, General Assembly and committee meetings.
- Follow up on agreed actions with Board members, committees, members and the Secretariat.

Partnerships and External Relations

- Help identify and develop partnerships, projects, sponsorships and funding opportunities aligned with TPE's objectives.
- Maintain working relationships with European institutions, international organisations, business networks and other relevant stakeholders.
- Support the preparation of proposals and represent TPE at selected meetings or events when requested by the Secretary General.

Administration and Financial Coordination

- Support budget monitoring, invoices, contracts, membership administration and financial reporting in cooperation with the Secretary General and Treasurer.
- Coordinate suppliers and service providers and liaise with the Belgian administration on practical matters.
- Maintain clear internal records and systems and support compliance with TPE's governance and administrative requirements.

Candidate Profile

Essential qualifications and experience

- At least three to five years of relevant professional experience in international networks, association management, member services, business support, operations, administration or complex project delivery.
- Experience in a trade promotion organisation, chamber of commerce, development agency, business association, SME-support organisation, consultancy, international organisation, economic-development network or comparable organisation.
- A practical understanding of SME internationalisation, export development, trade promotion or international business growth.
- Experience supporting a Board, committees, working groups or another membership-based governance structure.
- Demonstrated ability to deliver projects, events and work programmes from planning through implementation, follow-up and reporting.
- Experience in partnerships, business development, membership development, sponsorship, EU-funded projects or other funding opportunities.
- Practical experience in budget monitoring and coordination with suppliers or service providers.
- Strong administrative and organisational skills, including attention to detail and the ability to follow matters through to completion.
- Excellent written and spoken English, including strong drafting and presentation skills.
- The ability to manage several priorities and deadlines in a small-team environment.
- The right and ability to work in Brussels and to travel when required.

Education

A university degree in business administration, economics, international trade, management, European studies, international relations or another relevant field is expected. Equivalent professional experience may also be considered.

Assets

The following would be considered an advantage:

- Experience working directly with trade promotion organisations or companies seeking to internationalise.
- Knowledge of EU institutions, programmes and policies relevant to SMEs, trade and competitiveness.
- Experience with EU-funded projects, calls for proposals or tenders.
- Experience developing new services, partnerships or sources of income for an association or network.
- Experience leading, coordinating or motivating colleagues or a small team.
- Experience representing an organisation in senior-level meetings.
- Previous experience working in Brussels or in a European association environment.
- Familiarity with CRM, project-management, membership-management and collaborative digital tools.
- Fluency in either French or Dutch, enabling the successful candidate to communicate with the Belgian administration and manage administrative procedures in one of Belgium's national languages.

Personal qualities

The successful candidate will be:

- Highly organised, reliable and able to follow matters through to completion.
- Practical, hands-on and results-oriented.
- Comfortable carrying out both substantive and administrative tasks.
- Discreet and trustworthy.
- Confident when working with senior executives and public officials.
- Member-focused and service-oriented.
- Able to work independently while respecting governance responsibilities and reporting lines.
- Diplomatic and able to work with organisations that have different national mandates and expectations.
- Collaborative and willing to contribute to the work of a small Secretariat.

What TPE Offers

- A responsible position within a well-established European association with an international membership.
- Close cooperation with leading trade promotion and agrifood promotion organisations across Europe.
- Exposure to European and international initiatives concerning trade, SMEs and competitiveness.
- A small, collaborative and multicultural working environment.
- Significant scope for initiative, responsibility and professional development.
- A competitive remuneration package reflecting the successful candidate's experience and responsibilities.

How to Apply

Candidates should submit:

- A curriculum vitae of no more than three pages
- A motivation letter of no more than one page
- Their earliest possible starting date

- Their salary expectation
- The contact details of two professional referees.

Applications should be sent to **info@tradepromotioneurope.eu** by **15 September 2026,** with the subject line: "Job application – Operations, Member Services and Projects Manager".

Only shortlisted candidates will be contacted. They may be invited to complete a short written or presentation exercise as part of the selection process.

Trade Promotion Europe is committed to equal opportunities and welcomes applications from qualified candidates of all backgrounds.