



## **AID TO THE CHURCH IN NEED INTERNATIONAL (ACN)**

is a pastoral Charity of the Catholic Church, which supports Christians wherever they are persecuted, oppressed or in pastoral need. Funded exclusively by private donations, ACN supports over 5000 projects annually in more than 140 countries with a budget of around 100 million Euros.

ACN is also a pontifical foundation, directly answerable to the Holy Father and has 23 national offices engaged in fundraising in Europe, North and South America, Asia and Australia. Our International Headquarters are in Königstein, near Frankfurt am Main, Germany.

We are currently looking for a

### **HEAD OF SECTION (FULL TIME) for Brasil and Haiti**

#### **Your Role and Responsibilities:**

As Head of Section for some Latin American countries, your role will be both dynamic and impactful, with a focus on strengthening the Catholic Church in a region facing significant political, social, and economic challenges. The Church's presence in Latin America is vibrant and growing, and you will play a key role in supporting this expansion.

#### **Your responsibilities will include:**

- **Project oversight and management:**
  - Reviewing project applications in line with ACN's guidelines, approving funding, and ensuring successful project implementation.
  - Providing ongoing support and follow-up for projects to ensure their sustainability and pastoral impact.
- **Managing the annual budget:** Overseeing the budget for your section, ensuring efficient use of resources and alignment with project goals.
- **Monitoring and reviewing financial reports:** Regularly checking financial reports from project partners to ensure that funds are used appropriately and in compliance with the Foundation's guidelines.
- **Travel and engagement:**
  - Regular travel to countries within your section to oversee and support local project partners and to ensure the most meaningful support for the local Church.
  - Welcoming and collaborating with our visiting project partners at the International Headquarters.

- **Building relationships:**
  - Working closely with your Administrative Assistant, your Team leader and the Director of the Projects Department to develop medium- and long-term funding approaches that align with the specific needs of project partners in the region.
- **Support to communications:**
  - Sharing your project experiences and material with the ACN International Communications Department to support their work in raising awareness of the projects and needs in Latin America and in relationship to the National Offices dedicated to fundraising.

### **Our ideal candidate:**

**We are looking for a highly motivated and skilled individual who can balance the financial, strategic, and relational aspects of the role while being deeply committed to the mission of ACN.**

### **Qualifications and skills:**

- **Education:** You will have a university degree or equivalent qualification in economics, humanities, social sciences, or a related field.
- **Language proficiency:** Fluent in **Portuguese** (both spoken and written). Intermediate proficiency level in **French (B1 level)**. Knowledge of Spanish is an advantage.
- **Professional experience:** Experience in a similar role (e.g., project management, international development, or charity work) is highly valued.

### **Personal qualities:**

- **Methodical and organized:** A structured approach to your work is essential for managing projects and ensuring successful administration of hundreds of projects and applications.
- **Team-oriented and flexible:** Comfortable working in an international team and adaptable to changing demands.
- **Strong values:** You should be loyal to your colleagues and superiors and demonstrate a solid understanding of the Catholic faith and values, as these form the foundation of ACN's work.

### **Catholic Faith and Mission:**

- As a Catholic charity, we seek employees who identify with and are committed to the values of the Catholic Church, and who are motivated by a deep desire to serve the local Church in Latin America.

### **Why Work with Us?**

Joining ACN is more than just a job; it's a mission-driven career that allows you to make a tangible impact. If you feel called to a meaningful role where your professional skills can directly contribute to the mission of the Church and help Christians in need, this is the perfect opportunity for you.

**What we offer:**

- Competitive compensation: A salary in line with the German Caritas Association (AVR) pay scale, including Christmas bonuses and holiday pay and company pension scheme amounting to 7.5% of the gross salary.
- Work flexibility: After a successful probation period of six months, up to 40% of the work can be done remotely.
- An undetermined contract.
- 30 days of holidays plus 5 additional days for spiritual retreat.
- Professional development: We are committed to your growth and provide opportunities for continued professional training to help you improve in your role.
- Spiritual enrichment through the possibility of daily Mass in our house chapel and spiritual formation and retreats.

**Please send your motivation letter and CV to**

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