



FONDATION  
DE LUXEMBOURG

Philanthropy in action

## PHILANTHROPY ADVISER

*The **Fondation de Luxembourg** is a nonprofit European center of expertise and advisory in the field of philanthropy. The Foundation assists European donors in the structuring, managing and monitoring of their foundations hosted under its umbrella.*

*Created by the State of Luxembourg and the Oeuvre Nationale de Secours Grande-Duchesse Charlotte in 2008, the Fondation de Luxembourg's mission is to promote and facilitate private philanthropic engagement.*

We are looking to recruit a **Philanthropy Adviser** who will be advising philanthropists as well as handling various contractual legal matters.

## Your Role

You will be involved in guiding and advising potential future founders regarding the creation of their foundations under the aegis of Fondation de Luxembourg. This encompasses meetings with philanthropists and preparation of founding contracts and other related files. In this role you will also be in charge of handling inheritances to the Fondation de Luxembourg as well as various contractual legal matters.

## Tasks

- Processing the creation of new foundations through the preparation of various files and foundation contracts including the opening of bank accounts.
- Handling of inheritances including managing the relationship with the notary and public authorities, arranging for the liquidation of assets and reporting.
- Legal support including the drafting of agreements with the Foundation's counterparts.
- Point of contact in relation to the Transnational Giving Europe (TGE) network and administrative handling of cross border donations.

## We Offer

- The chance to participate in an ambitious European initiative in the general interest.
- An exciting and dynamic international environment serving a greater purpose.
- Stimulating and diversified work within a small team involving contacts with different cultures and nationalities.
- A reasonable remuneration according to profile and experience.

## Your Profile

- A Master's degree preferably in Law from a reputed academic institution.
- A few years of relevant work experience (e.g. notarial work).
- Understanding of legal procedures and governance issues.
- High client- and service orientation as well as outstanding relationship-building skills when interacting with international donors.
- Solution-driven work approach with a high level of flexibility, pragmatism and personal responsibility.

- Rigorous and very well organized while also being meticulous and precise.
- Fluency in French and English.
- Excellent writing skills.
- Team spirit.
- Thorough knowledge of the main office tools.
- References.

Candidates interested in the above role are invited to send their application with CV and recent photograph by email to [recr@fdlux.lu](mailto:recr@fdlux.lu).

*For more detailed information about Fondation de Luxembourg, we invite you to visit our website [www.fdlux.lu](http://www.fdlux.lu).*