



Managing Director of the APEEE of the European School of Brussels II Evere-Woluwe

ABOUT THE JOB

The Parents Association of the European School of Brussels II Evere-Woluwe (APEEE Evere-Woluwe) is currently looking for a Managing Director.

WHO WE ARE?

The APEEE Woluwe-Evere is a not-for-profit international association (AISBL) which has been established in accordance with Belgian legislation.

The APEEE Woluwe-Evere serves all parents whose children attend the European School of Brussels II Woluwe-Evere, a growing school community which counts already more than 3500 students across 9 language sections on two different sites.

The APEEE is **the voice of parents in the school** governance bodies and works on issues related to pedagogy, school administration, school community and students' health, safety and wellbeing.

The APEEE **manages services of key importance** to parents' organisation and students' life at school: transport, canteen and extracurricular activities.

The APEEE **run by parent volunteers** elected in a Board every year.

More information about us can be found [here](#).

WHAT WILL YOU DO AS A MANAGING DIRECTOR?

- Participate in shaping the strategy of the APEEE by preparing the Board's work in this regard and ensure its operational implementation.
- Manage, organise, and oversee the day-to-day operations of the AISBL, including human resources, legal and financial matters.
- Represent the Association with the school and other stakeholders, including European Institutions.
- Participate in meetings of the Association's Board as necessary and serve as the liaison between the APEEE staff and the Board.
- Manage a team of a total of 65 employees, including 14 employees responsible for the administration of the AISBL (accountancy, communication, secretariat) and 3 business managers respectively overseeing the services for transport, for canteen, and for extracurricular activities.



- Undertake quality control of the services provided by the Association and maintain a high level of service provision.
- Ensure the sound financial management of the Association's activities and exercise financial and budgetary control.
- Prepare and manage the annual budget and accounts as well as the provisional budget and accounts in close cooperation with the Treasurer of the APEEE as well as external auditors.
- Oversee the digital transformation of the APEEE.

WHO ARE YOU?

- You are a team player with strong leadership, motivational, supervisory and communication skills.
- You are proactive and focus on the achievement of the APEEE's mission and values.
- You think strategically as well as act operationally.
- You are flexible, able to multi-task while also being highly detail oriented.
- You are resilient and people oriented.

WHAT CONDITIONS DO YOU HAVE TO MEET?

- University degree, preferably in Business Administration or a related field, and/or equivalent professional experience.
- Minimum of six years' experience, including three years' experience in a managerial role. Additional experience in managerial role, will be a strong asset
- Excellent level of English and French (other European languages are an asset).

Desirable

- Proven leadership and organisational development experience
- Strong experience in project management, budgeting, and information technology.
- Strong capability to assume full financial and operational accountability, including ownership of P&L, budgeting, financial planning, and performance monitoring.
- Strong experience in stakeholder management
- Knowledge of the applicable legislation in Belgium on HR and financial management of an AISBL.
- Experience in negotiation and in contract management.



- Experience of working in a multicultural environment and demonstrable multi-cultural awareness.
- A solid understanding of risk management and compliance.
- Knowledge of the structure of the European school system.

WHAT DO WE OFFER YOU?

- A very interesting position in an organization where cooperation, commitment, trust, and service-oriented focus are central.
- A competitive wage with a benefits package.

HOW DO YOU APPLY?

Submit your application electronically, up to and including 20 April 2026 at 12:00 am Brussels time the email address: jobs@woluweboard.eu

YOUR APPLICATION SHOULD COVER THE FOLLOWING:

- A letter of motivation (in English or French).
- A Curriculum Vitae (in English or French).

Reference letters from former employers and copies of relevant University/other diplomas (English or French) may be requested for short-listed candidates.