



Cultural Emergency Response | Governing Board Vacancies

December 2025

Starting date: as of March 2026

Closing date: 12 January 2026

Available positions:

- Treasurer – Financial Specialist
- Board Member – Development & Strategy Specialist
- Board Member – Fundraising Specialist

Cultural Emergency Response (CER) is seeking three new board members to expand its Governing Board. This is a **voluntary** position.

About CER

Cultural Emergency Response (CER) protects cultural heritage under threat. We provide **cultural first aid**: fast and flexible financial support and expertise to protect heritage during disasters, conflict, or climate-related emergencies.

We work closely with local partners to prevent loss of cultural heritage and strengthen local systems for protection. Beyond emergency response, we provide training, share knowledge, and advocate for cultural heritage as part of humanitarian relief.

CER collaborates with partners and donors worldwide to protect heritage, often in highly vulnerable areas.

About the CER Board

The Board guides CER's strategy, oversees operations and finance, and provides advice to the Director. The Board brings together diverse expertise in cultural heritage, emergency response, fundraising, finance, governance, and organisational strategy.

Members contribute to strategic planning, uphold principles of good governance, and support fundraising and advocacy.

To support our mission, we are seeking new Board members with the following qualifications and experience:

- Commitment to CER's mission and values
- Experience in the cultural (heritage) or arts sector, the humanitarian, security, or response sector, or other fields relevant to CER's activities, preferably at an international level

- Governance and/or senior management experience
- Strategic and critical thinking
- Understanding of financial management and budgeting
- Willingness to support fundraising
- Relevant networks and the ability to represent CER
- Commitment to time investment and availability
- A strong sense of ethics, integrity, and accountability

Open Positions

Treasurer – Financial Specialist

Profile

- Demonstrated experience in finance, accounting, auditing, or financial management.
- Experience with non-profit financing and fundraising, and relevant (Dutch) laws and regulations.
- Experience in financial management, business operations, risk management, and audit processes, preferably in the non-profit context.
- Ability to align financial policy with strategic direction and to advise senior leadership on financial planning.

Responsibilities

- Oversee adequate and transparent financial management, reporting processes, and accounting.
- Advise the Director on financial progress, policies, procedures, and cost efficiency.
- Review budgeting and financial reports (annual financial statements) with the Director.
- Report and advise the Board on all financial matters.

Board Member – Development & Strategy Specialist

Profile

- Background in business development, management, organisational strategy, fundraising, communications and/or marketing.
- Experience with strategic development and organisational growth, with analytical capability and the ability to adapt that to the not-for-profit sector, preferably at an international level.
- Partnership-building experience, with the ability to identify, cultivate, and maintain strategic opportunities for collaboration.
- Strong stakeholder management and communication skills, with a broad (inter)national network of potential donors and partners.

Responsibilities

- Support Board decisions and advise the Board and Director on strategic development.
- Evaluate business performance and advise on further development of business, impact, and fundraising strategies.
- Identify and co-develop potential partnerships, fundraising, and business opportunities with the Director.
- Represent CER when relevant and promote awareness of its mission.
- Build and maintain relationships with potential financial or strategic partners.

Board Member – Fundraising Specialist

Profile

- Extensive fundraising experience at national and international level, with a track record across donor segments.
- A broad international donor network and willingness to leverage relationships for CER. A strong philanthropic network in the United States is highly desirable.
- Expertise in donor cultivation and stewardship, including managing donor portfolios, reporting requirements, and long-term donor relationships.
- Knowledge of (online) marketing, communication, and engagement strategies relevant to fundraising.
- Experience with financial flows and grant management, compliance, and reporting.

Responsibilities

- Support Board decisions and advise the Board and Director on fundraising strategies, processes, and opportunities.
- Represent CER in donor settings and promote awareness of its mission.
- Contribute to donor cultivation and support the Director in managing major donors and stakeholder relations.
- Contribute to cultivating a network of dedicated donors and supporting the director in (major) donor- and stakeholder management.
- Identify new fundraising opportunities and support the development of these opportunities.

Practical Information

- **Board term:** Minimum 4 years, maximum 8 years.
- **Meetings:** Minimum 4 per year, at least one in person; attendance may be required at additional CER events.

- Open to international applicants who can commit to meeting attendance requirements.
- This is a voluntary (unpaid) position.

CER strives to be an inclusive environment and is fully committed to this in recruitment and selection. The Board aims to reflect society in its composition and seeks members who strengthen its diversity of perspectives.

How to Apply

Please submit in **one combined PDF**:

1. Curriculum Vitae (CV)
2. Covering letter (maximum 2 pages)
3. Contact details of at least two references

Send to: info@culturalemergency.org

Subject line: Vacancy CER Board – [relevant profile].

For questions about the organisation, contact Director Sanne Letschert: s.letschert@culturalemergency.org.

For questions about the CER Board, contact Chair of the CER Board Bijan Rouhani: b.rouhani@culturalemergency.org.

The deadline for applications is 12 January 2026.