



Vacancy: Chief Operating Officer (COO)

The European Oncology Nursing Society (EONS) is a pan-European membership organisation representing and supporting cancer nurses across Europe. EONS provides leadership in cancer nursing through education, research, advocacy, communication, and professional development, working to improve cancer care and patient outcomes across Europe.

EONS is seeking an experienced and motivated Chief Operating Officer (COO) to lead the Society's operational management and support the implementation of its strategic objectives. The scope of the position is 80–100%.

Reporting to the EONS Board and working closely with the President, the COO is responsible for the day-to-day management of the Society, ensuring operational excellence, financial sustainability, compliance with governance requirements, and effective delivery of EONS programmes and activities.

This is a senior executive role suited to a hands-on leader with strong experience in European non-profit management and EU-funded projects.

Key responsibilities

Governance & Strategic Implementation

- Implement decisions of the Board of Directors and General Assembly in a timely and effective manner.
- Implement the organisation's strategy and priorities, in collaboration with the Board of Directors.
- Support the Board of Directors and President in translating EONS' strategic plan into operational priorities and annual work plans.
- Ensure compliance with EONS statutes, internal policies, and relevant Belgian and EU regulations.
- Ensure the quality and development of the organisation's services.

Operational Management

- Oversee the day-to-day operations of the Society, ensuring efficient administrative and organisational processes.
- Coordinate activities with Board members, committees, working groups, and external partners.
- Manage the planning and delivery of EONS events, meetings, and initiatives.

Financial Management

- Manage EONS' financial resources in accordance with approved budgets and financial policies.
- Monitor financial performance, cash flow, and budget adherence.
- Authorise expenditures and sign contracts within limits set by the Board.
- Liaise with auditors, accountants, and external financial stakeholders as required.

Human Resources & Team Leadership

- Lead staff recruitment, onboarding, supervision, and performance evaluation in line with EONS policies.
- Foster a collaborative, inclusive, and high-performance organisational culture.
- Delegate tasks to staff or external contractors where appropriate and to ensure team members grow in their experience and capabilities, while retaining overall accountability.
- Provide a safe workplace, promote and implement health and safety policies and procedures.
- Provide adequate resources to meet EONS commitment to health and safety.



Meetings & Reporting

- Organise and support:
 - Annual General Assembly
 - Board meetings
 - Advisory Council and Patient Advisory Board meetings
- Ensure timely communication, preparation of agendas, documentation, and logistical arrangements.
- Provide quarterly operational and financial reports to the Board.
- Present a comprehensive annual report to the General Assembly, including:
 - Operational achievements and challenges
 - Financial statements and audit outcomes
 - Recommendations for future development

EU Projects & External Relations

- Oversee the management and reporting of EU-funded grants and projects, ensuring compliance with donor requirements.
- Represent EONS operationally with European institutions, partners, and stakeholders as appropriate.
- Strengthen relationships with sponsors, foundations, partners, and European bodies.
- Support fundraising, partnerships, and organisational sustainability initiatives.

This role description may be subject to change in consultation with the role holder.

Qualifications & Experience

Essential

- Advanced degree in business administration, management, public administration, health management, or equivalent professional experience.
- Minimum 5 years' experience in a senior management or executive role.
- Proven experience in non-profit or membership-based organisations.
- Strong financial, fundraising, operational, and organisational management skills.
- Demonstrated leadership and people-management experience.
- Excellent written and verbal communication skills in English.
- Proven experience managing EU-funded projects or grants.
- Ability to meet deadlines and to enhance the reputation of EONS as a highly professional organisation.

Desirable

- Experience in oncology, nursing, healthcare, or life sciences.
- Knowledge of European professional associations or NGOs.
- Working knowledge of French (and/or Dutch/Flemish).

What EONS offers

- A senior leadership role with meaningful impact on cancer nursing across Europe.
- Close collaboration with a committed Board, professional staff, and expert volunteers.
- The work does not necessarily have to be done on site in Brussels, but can also be done remotely. Attendance times at the headquarters can be agreed upon.
- Competitive compensation commensurate with senior executive responsibilities.



How to apply

Interested candidates are invited to submit their applications by sending the following documents to EONS Secretariat at nikolina.dodlek@cancernurse.eu by Friday, February 27th 2026:

- A curriculum vitae detailing the qualifications and experience.
- A cover letter (2 pages max) outlining your motivation for joining the organisation and the skills and perspectives you would bring to the team.
- At least one reference from previous employer.

Selection timeline

EONS Board of Directors will process applications as quickly as possible. All applicants will be notified of the decision after completing the review, within three (3) weeks after the application deadline. Please note that application's deadline may be extended.