Thomson Media

# Terms of Reference
# for
# MediaMatch Fund Coordinator

## 1. BACKGROUND

Thomson Media supports journalists and media organisations worldwide often in challenging and emerging economies. Our work promotes ethical reporting and ensures independent, trusted sustainable media businesses developments. Thomson currently implements several media support programmes in the regions of Western Balkans and Central and Eastern Europe. Focus of Thomson's work is to provide a guidance to media outlets for sustainable development and operation through business mentorship, testing and implementing new and innovative business modalities, supporting media to attract and engage new and underrepresented media audience(s) including young, female, minority groups and diaspora.

Thomson Media is seeking a Fund Coordinator to support the implementation of MediaMatch Europe: Matching Fund and Scale-Up Accelerator for Independent Media (MME) and to work closely with the wider project team and consortium partners.

### ABOUT THE PROJECT

*MediaMatch Europe: Matching Fund and Scale-Up Accelerator for Independent Media* (MME) is a 24-month project expected to start in November 2026. It aims to increase the resilience and financial sustainability of independent and professional newsrooms across Europe by strengthening their fundraising efforts, upskilling their staff to implement audience-based revenue strategies, and supporting the introduction of new income streams during and beyond the project period. The project will be implemented by a consortium led by Germany-based Thomson Media, together with the Center for Sustainable Media (Hungary) and Médianes (France).
MediaMatch Europe will introduce an innovative Matching Fund mechanism and provide financial and technical support to up to 41 newsrooms in 16 countries across Western Europe, Central Europe and the Western Balkans. In addition to financial support, the project will provide technical assistance and capacity development to help participating newsrooms strengthen fundraising, audience-based revenue strategies and financial sustainability. A public awareness campaign will promote the importance of independent journalism and citizen participation in sustaining free and pluralistic media as a pillar of European democracy.

## 2. PURPOSE AND REPORTING

The Fund Coordinator will be responsible for the following main tasks:

- Coordinate the day-to-day implementation of the MediaMatch funding programme, from preparation of the fund procedures through selection, implementation and closure.
- Prepare and maintain the main fund documents and practical tools, including applicant guidance, assessment materials, beneficiary guidance, monitoring templates and verification checklists.
- Organise and administer calls for applications, applicant communication, eligibility checks, assessment, due diligence, selection and notification processes.
- Coordinate beneficiary contracting and onboarding and serve as the main operational contact for selected newsrooms throughout implementation.
- Monitor beneficiaries' progress against their fundraising plans, identify delays or difficulties and coordinate appropriate follow-up
- with project partners and technical-support providers.

- Review and verify reported fundraising results and supporting evidence, calculate the matched funding due and prepare documented recommendations for payment.
- Monitor the use of the fund budget and maintain accurate records of applications, selected beneficiaries, verified income, matched amounts, payments, deadlines and remaining funds.
- Provide regular implementation updates and contribute accurate information to project, financial and donor reports.
- Ensure that all selection, contracting, monitoring, verification and payment processes are transparent, consistent, confidential and supported by a complete audit trail.
- Support final beneficiary reporting, fund closure, audit preparation, archiving and documentation of results and lessons learned.

## 4. KEY DELIVERABLES

- Fund manual and complete application, assessment, monitoring and verification package.
- Calls for applications prepared, published and administered according to the agreed project schedule.
- Eligibility, assessment, due-diligence and selection processes coordinated and fully documented.
- Beneficiary agreements, onboarding materials and implementation trackers completed and kept up to date.
- Fundraising results verified and matched-funding calculations prepared with supporting evidence.
- Payment recommendations and complete disbursement documentation submitted on time.
- Fund dashboard, risk log and regular reporting inputs maintained throughout implementation.
- Final beneficiary files, fund summary and closure documentation completed.

Specific deadlines and the sequencing of deliverables will be agreed with the Project Manager and aligned with the approved project implementation schedule.

## 5. QUALIFICATIONS AND EXPERIENCE

### Education and languages

- Completed university studies in project management, business administration, finance, media, communications, journalism, international development, public policy or another relevant field. Equivalent substantial professional experience may be accepted.
- Fluency in written and spoken English is required.
- Knowledge of an additional language used in the project countries is an advantage.

### Professional experience

- At least five years of relevant professional experience in fund coordination, grant management, programme implementation, media development or a related field.
- Practical experience managing grant or sub-granting processes, including applications, eligibility checks, assessment, contracting, monitoring, verification, payments and closure.
- Experience reviewing budgets, fundraising plans, financial records and supporting documentation.
- Experience coordinating beneficiaries, partners, evaluators and internal financial or grant-management teams across several countries.
- Experience maintaining accurate records, trackers, decision files and audit trails.
- Understanding of independent media business models and audience-based revenue approaches, including donations, membership, crowdfunding and subscriptions.
- Experience with EU-funded or comparable donor-funded programmes is a strong advantage.

- Experience in the media sector, fundraising support or financial support to third parties is an advantage.
- Strong organisational and coordination skills, with the ability to manage several parallel processes and deadlines.
- Excellent attention to detail and confidence working with financial evidence, calculations and documentation.
- Ability to explain funding rules clearly and provide consistent guidance to applicants and beneficiaries.
- Sound judgement, impartiality and the ability to identify and escalate risks or inconsistencies.
- Strong written communication, reporting and stakeholder-management skills.
- Ability to work effectively in an international, multicultural and remote team.
- High level of integrity, confidentiality, professionalism and accountability.

## 6. DURATION, LOCATION AND ARRANGEMENTS

The assignment is expected to cover the 24-month project implementation period beginning in **November 2026**. The level of effort may vary during the project, with more intensive periods expected around the preparation and closing of calls, beneficiary selection and contracting, fundraising verification, payment processing and final closure.

Candidate should be based in one of CREA countries in Western Europe, Central Europe and the Western Balkans. Travel may be required based on project needs and will be planned in advance with the Thomson Media project team.

The detailed work schedule, level of effort, reporting arrangements and payment terms will be agreed with Thomson Media and defined in the contract.

## 7. CONFLICT OF INTEREST AND CONFIDENTIALITY

The Fund Coordinator must disclose any actual or potential conflict of interest involving an applicant, beneficiary, evaluator or partner and must not participate in the related assessment, decision or verification process. Applicant and beneficiary information, including financial, donor and audience data, must be treated as confidential and handled in accordance with applicable data-protection requirements.

Support provided through MediaMatch Europe concerns organisational capacity, business development, fundraising and financial sustainability. The Fund Coordinator shall not influence or interfere with the editorial content or editorial decisions of supported newsrooms.

## 8. APPLICATION PROCESS

Interested candidates should submit their resume, cover letter and financial offer to **jobs(at)thomsonfoundation.org** by **15.11.2026** with Subject: *MME Fund coordinator application.*

## 9. REVIEW AND AMENDMENTS

These Terms of Reference may be reviewed and amended as needed to meet the evolving needs of the project and organization.