

# ÖZGECAN KARA

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Project coordinator with 10 years professional work experience in international and national civil society organizations and corporates. Extensive experience in event/project management, logistical, administrative and financial management. Work areas include green politics, climate change and gender. Possess great interpersonal and result oriented work skills.

## WORK EXPERIENCE

### Secretary General

*Federation of Young European Greens (INGO), Brussels, Belgium (August 2019 - June 2021)*

- **Leadership and Collaboration:** Lead the FYEG Office. Linge manager of three full time, two part time staff members and temp staff. Objective setting, process management, guidance and mentorship to the Office. Ensure good communication and collaboration within and across the organisation and different teams. Ensure good collaboration and contacts with FYEG's partners and member organisations. Support and assist the Board. Ensure the development and implementation of FYEG Strategy and FYEG Activity plans
- **Governance and Statutory Affairs:** Legal responsible for the organization. Responsible for the organisation of the General Assembly and Member Organisations' Forum.
- **Operations:** Responsible for the planning and effective execution of daily operations and organisational activities. Oversee FYEG's educational activities and communications.
- **Office Management and Human Resources:** Daily management of FYEG Office. Run the recruitment processes with the EC responsables. Collaborate with the Office Manager in the daily management of the HR and Office. Deal with evaluations and grievances.
- **Financial management:** Oversee FYEG's annual finances of 350,000€. Oversee daily management of finances. Develop and monitor the annual budget, ensure application, execution and reporting of the operating grants. Prepare and organise the meetings of the Financial Control Commission in collaboration with the Office Manager and the Treasurer. Lead fundraising efforts.

### Office Coordinator

*Cooperation and Development Network (INGO), Belgrade, Serbia (January 2018-July 2019)*

- **Office Management:** Daily management of CDN Office, financial management, coordination of the office work, supporting and assisting the Executive Committee and the Member Organizations, legal responsibility of the organization.
- **Manage international and regional capacity building trainings:** Coordinate preparation of activities, provide contextual input, select participants, coordinate the logistics, finances and administration, prepare the narrative and financial report. Organized and managed six international, regional and local trainings on commons, gender, green politics, project management, advocacy in 2018.
- **Project and Programme management:** Facilitate and support project development, write project applications and fundraise for them, monitor project budget, work-plans and timely delivery of outputs, ensure completion of financial and operation actions, reporting. Oversee all logistical, administrative and financial arrangements of CDN's statutory events.
- **Volunteer mobilization and management:** Prepare call for volunteers, select volunteers, deploy them for specific projects, facilitate the work of volunteers, arrange live and online volunteer meetings, moderate the meetings, provide guidance, monitor and evaluate volunteer work
- **Administrative and financial management:** Prepare and oversee CDN annual work plan and financial plan, monitor budget and finances, prepare financial and technical reports to funders and stakeholders, handling the monetary transactions.

## **Climate Projects Coordinator**

*Yeşil Düşünce Derneği (NGO), Istanbul, Turkey (April 2015-December 2017)*

- **EU funded project application and reporting:** Successfully applied for the EU-Turkey IPA fund with two projects totaling 250,000€, delivered narrative and financial reports to Central Finances and Contracts Unit.
- **Project coordinator** of “Green Municipality”: Local government and civil society partnership for capacity building in the field of climate change in Turkey. Project partner: Bornova Municipality (Izmir, Turkey)
- **Project coordinator** of “Greening the Climate, Greening the Economy”, EU-Turkey civil society partnership to research EU green economic policies that mitigate from and adapt to climate change, and adapt them to Turkey’s context. Project partners are Sabancı University Policy Center (Istanbul, Turkey) and Green European Foundation (Brussels, Belgium).
- **Event management:** Oversaw logistical, administrative and financial arrangements of roundtables, international workshops and panels, conferences, international report launches, national and international study visits of the projects.
- **Campaign coordinator Turkey’s pre-COP21 and pre-G20 climate campaign “İklim İçin”,** managed volunteers and grassroots organizations to take place in Turkey’s first international climate forum on 11-12 November 2015. 50+ organisations/activists/groups held sessions. 2000 people visited the forum. Extensive national and international media outreach.
- **Research and communications:** Wrote a report on Turkey’s fossil fuel outlook and energy strategy in January 2016. 1000 copies printed. Produced and co-hosted more than 100 radio shows on climate change at Istanbul broadcast radio Açık Radyo between April 2015 and November 2017.

## **Marketing Product Manager**

*Türk Telekom, Istanbul, Turkey (2012-2015)*

- Experience in team management, work streams, business development, procurement and budgeting

## **Business Development Assistant**

*A.T. Kearney, Istanbul, Turkey (2011-2012)*

- Logistical and administrative arrangements for meetings, roundtables, workshops.

## **Marketing and Sponsorship Assistant**

*European Business Angel Network, Brussels, Belgium (2011)*

- Event management, internal and external communication

## **EDUCATION**

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### **Bocconi University, Milan, Italy**

MSc Economics and Management of Arts, Culture, Media and Entertainment (December 2011)

### **Bilkent University, Ankara, Turkey**

BS Industrial Engineering (June 2009)

## **LANGUAGES and SKILLS**

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Turkish (Native) / English (Fluent) / Italian (Intermediate) / French (Beginner)

Microsoft Word, PowerPoint and Excel, Wordpress (Excellent), Linux (Beginner)