

KATJA SEŠEK

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ABOUT ME

Strategy & Operations professional with 10+ years of experience in finance, program leadership, and cross-sector partnerships. Specialized in turning strategy into funded, structured, and executed initiatives — from idea to delivery. Experienced in managing €1M+ budgets, leading complex projects, and working across public, private, and non-profit sectors. Strong track record in connecting financial planning, partnerships, and execution to deliver high-impact outcomes.

CORE SKILLS

- Strategy & Operations
- Financial Planning & Budget Management (€1M+)
- Project & Program Funding (EU and national grants)
- Grant Applications & Reporting (financial, narrative, administrative)
- Systems Building & Process Optimization
- Cross-sector Partnerships & Stakeholder Management
- Program & Project Leadership
- Public Speaking, Facilitation & Moderation

EXPERIENCE

Finance & Operations Lead

SOS Helpline Association | 2024 – Present

- Manage €1M+ annual budget across a 20+ employee organization
- Lead financial planning, forecasting, and budget execution
- Oversee payroll, contracts, and administrative processes
- Prepare and manage grant applications and reporting (national & international)
- Build financial and operational systems to support organizational efficiency
- Develop partnerships and secure funding

Key achievements:

- Led financial and operational delivery of a national campaign “Če bi stene govorile” (valued at €150,000+), delivered with ~€6,000 direct costs through partnerships and fundraising
- Secured funding for a new full-time position
- Improved financial clarity and operational efficiency across programs

Head of Finance

Pod črto | 2023 – 2024

- Led financial planning, budgeting, and forecasting
- Optimized internal administrative and financial processes
- Worked cross-functionally with editorial, legal, and project teams
- Supported strategic decision-making through financial insights

Program & Finance Coordinator

Ljubljana Pride Association | 2022 – 2023

- Managed program budgets and financial administration
- Prepared grant applications and donor reporting

- Coordinated education and outreach programs with institutions
- Managed contracts, documentation, and stakeholder relationships
- Collaborated with decision-makers and external partners

Program Coordinator

Legebitra | 2017 – 2022

- Led youth center and national-level programs
- Managed teams, volunteers, and project delivery
- Designed and implemented programs in social care and education sectors
- Built partnerships with national and international organizations (including IGLYO)
- Managed funding, reporting, and administrative processes

Freelance Trainer & Educator

2012 – Present

- Delivered 2000+ hours of training, workshops, and lectures
- Worked with public institutions, NGOs, and private companies
- Lecturer and facilitator at the Faculty of Social Work

EDUCATION

- ❖ PhD Candidate (ongoing)
University of Ljubljana – Humanities and Social Sciences
- ❖ MSc in Social Work (Prešeren Award)
University of Ljubljana
- ❖ BA in Social Work (Prešeren Award)
University of Ljubljana

LANGUAGES

Slovenian – Native

English – Full Professional Proficiency (C2)

Croatian – Professional Working Proficiency (C1)

ADDITIONAL

- Certified National Trainer (Council of Europe – COMPASS program)
- Extensive experience in cross-sector collaboration (public, private, international)
- Experience in leading campaigns, events, and public engagement initiatives