

## **JOB OPENING @ EVPA | COMMUNITY PROJECT MANAGER**

### **ABOUT EVPA – EUROPEAN VENTURE PHILANTHROPY ASSOCIATION**

EVPA is a strong community of around 300 member organisations from 30+ countries sharing the same vision and a common goal: creating positive societal impact through the practice of investing for impact.

Established in 2004, EVPA is proud to have initiated this movement in Europe. Over the years, we have been contributing to a thriving impact ecosystem and a growing market engaging social investors, foundations, corporations and policy makers in supporting social innovators and maximising their impact.

We enable our members to connect and learn from each other to achieve deeper societal impact through investments. We build the impact ecosystem at international, European, national and local levels. As a strategic partner of the European Commission in advancing this sector, we share insights, develop knowledge and training, and shape public policies to make the investing for impact movement in Europe stronger.

For more information please also visit our website, EVPA success stories, Annual Conference and our LinkedIn profile.

With the aim of building most effective ecosystem, EVPA developed specific resources dedicated to its subcommunities of members: foundations, social impact funds and corporates social investors (through the Corporate Initiative - CI). Those resources are co-created and deployed by the Community & Market Development(CMD) team in Bruxelles together with 4 Regional representatives in Europe.

EVPA is a growing organisation with a team of 20+ full-time dedicated professionals. To strengthen our CMD team, we are looking for a **Community Project Manager** to support our subcommunities of members but with main focus on our Corporate Initiative.

The Corporate Initiative (CI) has been developed successfully for the 5 past years in Europe building a unique space for the community of Corporate Social Investors (e.g. corporate foundations, impact funds, accelerators, social/inclusive businesses), developing dedicated resources through research, workshops/webinars and the flaship conference C SUMMIT gathering annually 70+ Corporate organisations. See here [EVPA Corporate Initiative members](#)

## **JOB DESCRIPTION**

The role of the Community Project Manager is to support the Community & Market Development team and primarily the Corporate Initiative team in the development of the members' sub-communities across the ecosystem. Main responsibilities include

- Planning, coordination and management of events / webinars
- Preparation of presentations to members/partners
- Supporting the development of partnership with key stakeholders (other networks, collectives...)
- Supporting fundraising
- Managing and monitoring budget and internal / external reporting to our funders.

This is a full-time role based in Brussels (EVPA's office) . The role reports to the Head of Community & Market Development and the Corporate Initiative Lead. Travel can be needed in Europe.

## **ROLES & RESPONSIBILITIES**

- Support implementation of programmes for member engagement activities to help increase, recruit and retain (corporate) members across Europe.
- Support marketing & communication efforts of CMD and the Corporate Initiative (Corporate Social Investing section of EVPA Website, social media...).
- Support the preparation & follow up meetings with prospects and key stakeholders
- Organize Events (including EVPA European flagship event for Corporates) / Webinars. Can include joint-gathering with our sister networks in Asia (AVPN) and Latin America (LATIMPACTO) in coordination with the Communication team
- Keep abreast with the latest developments in the corporate social investing / sustainability ecosystem/ impact investing (Events, Publications) by attending external events offline or online, looking for new publications online
- Update, maintain prospects list in Europe (inputting CRM platform)
- Prepare and monitor initiatives'/ events' budget
- Prepare Corporate Initiative documents for internal and external reporting (for sponsors)
- Support the creation of a Corporate Initiative training offer together with the Training Academy team

## **SKILLS & QUALITIES**

- 3+ years of experience in project management with proven experiences of organizing events (offline and online) and budget reporting practices.
- Communication and analytical skills, ability to present information in an insightful manner and promote our EVPA work with various stakeholders
- Both a strategic mind and a can-do mentality;
- Extremely well-organised, result oriented and keen to detail as well as to the overall picture. Able to work with a good level of autonomy

- Comfortable managing multiple projects in parallel with different teams internally and externally and a good level of autonomy
- Works well with colleagues, is flexible and adapts to different cultural styles
- Very good knowledge of MS Office (Word, Excel, PowerPoint) and social media practices
- Fluency of English and French
- Strong academic background with Master degree or equivalent in business, management, economics, international relations or sustainable finance.
- Knowledge of Corporate Philanthropy/Impact investing/Sustainability would be a plus

**More information and how to apply:**

Please visit our websites [www.evpa.eu.com](http://www.evpa.eu.com), <https://stories.evpa.eu.com>, <https://c-summit.eu> and <https://conference.evpa.eu.com> and our LinkedIn profile.

**Interested in applying?** Please send your resumé with cover letter to [recruitment@evpa.eu.com](mailto:recruitment@evpa.eu.com)

Applications will be reviewed on a rolling basis so we strongly encourage early applications. Once your application has been sent, we thank you not to get in touch. Only qualified candidates will be contacted for interviews. If you do not hear from us within two weeks of the closing date please presume your application has not been retained on this occasion.

*EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all of our employees.*