

Job opening: Executive Assistant and Office Manager

We are EVPA, the investing for impact community.

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.



Catalysing Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.



Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.



Transformative Impact

Enable real and lasting change – that’s EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

Building a European Impact Ecosystem. Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

Learn more at evpa.ngo

Job Description

As the right arm to the CEO, your responsibilities at EVPA will be evenly split between by assisting the CEO in managing her priorities, communications, and presentations and taking the ownership of office and facility management along with administrative support to the team.

Roles & Responsibilities

Executive Assistant

- You support the CEO organizing internal / external meetings as needed and support drafting reports or presentations.
- You support the CEO in the planning of EVPA board meetings and Annual General Meeting, contributing to the preparation of strategic support documentation.
- You manage the leadership team meetings agenda, pre-reads, and minutes

Office and facility Management

- Efficient and responsive management of the office, making it a comfortable and conducive place for the team to work; you take the ownership and organise a collective management of the facilities and office equipment
- You implement office related policies and make sure they are communicated effectively to the staff.
- You liaise with suppliers and any other building shared services managing office budgets.

Team administrative support

- You manage EVPA travel agency, manage travel budget with the Finance team and support the team in adhering to travel and expense policy
- You contribute to the organisation of relevant EVPA team meetings and are responsible for team offsites

Skills & Qualities

- At least 4-5 years of previous professional experience ideally in an assistant/ office manager role.
- Have experience/ maturity to work at board level and interact with senior stakeholders.
- Experience working with a multicultural/ multi-language international team.
- Relevant experience in a network/membership organisation or in the investment sector and a passion for the social impact sector is preferable.
- Comfortable with managing multiple priorities in a fast-paced environment.
- Highly organised, detail-oriented
- Fluent in English, good working French or Dutch highly desirable
- Excellent command of MS office suite

- Advanced university degree in fields relevant to the position, or first-level degree accompanied with related professional experience.

What we offer

- The opportunity to be part of an energized and passionate members' community and a central role in a dynamic, highly motivated team with a strong market reputation.
- The opportunity for professional growth, developing into project role with budget for training and personal developments.
- A competitive remuneration package including complementary hospitalization cover and pension scheme corresponding to experience and skills
- Flexible working hours and work from home policy

More information and how to apply:

Please visit [our website](#), [EVPA success stories](#) and our [LinkedIn profile](#).

Interested in applying? Please send your resumé with a cover letter to recruitment@evpa.ngo

The application **deadline is 1 September 2022** but 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 c

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.