

Job opening: Executive Office Coordinator

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.



Smart 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 evpa.ngo

Job Description

As Executive Office Coordinator, you will be the right hand of the CEO.

You will coordinate teams, projects and meetings.

You will be the go-to person at EVPA.

Roles & Responsibilities

- You support the CEO in organizing internal and external engagements. You draft her reports and presentations.
- You support the CEO in the planning of EVPA board meetings and Annual General Meeting and the preparation of strategic material.
- You manage the leadership team meetings (agenda, pre-reads and follow up).
- You manage our working spaces, making a fun, comfortable and stimulating environment for the team.
- You manage office budget. You manage suppliers and all shared building services.
- You manage EVPA travel agency, manage travel budget with the finance team and support the team in grasping financial policies.
- You organise team offsites and help with our flagship events.

Skills & Qualities

- 4+ years of previous professional experience; ideally in executive / office manager role.
- Have experience and maturity to work at board level and interact with senior stakeholders.
- Experience working with a multicultural, multilingual, international team.
- Experience in a network or membership organisation or in the investment sector or a passion for the social impact sector are all a plus!
- Comfortable with managing multiple priorities in a fast-paced environment.
- Highly organised, detail oriented.
- Fluent in English, good working French or Dutch highly desirable
- Advanced university degree, or first-level degree accompanied with related professional experience.

What we offer

- A competitive salary package (13th-month salary, holiday pay, transportation and home office allowance, meal vouchers)
- Full-time position
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development budget

- Group health and pension insurance
- A friendly, open working environment

More information and how to apply:

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

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

Applications will be reviewed on a rolling basis so we strongly encourage early applications. The application **deadline is 10 January 2023**. 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.