

# Job opening: Executive Office Coordinator

**We are EVPA, Europe’s impact finance network.**

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

We unite capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players. All capital providers have a crucial role to play in driving transformative change. EVPA offers strategies, insights and practical wisdom for wherever you are on the continuum of capital.

## **Making more capital impact capital**

We mobilise resources and ensure impact capital is deployed with maximum effectiveness – because our greatest challenges for people and planet won’t stand for half measures.



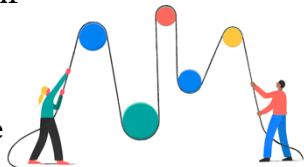
## **Making more people impact people**

If you’re impact, you’re in – and we can set you up for success. We work to accelerate, scale and safeguard impact as new actors enter the impact finance space.



## **Taking collective impact action**

The silo-breaker.  
The partnership maker.  
The collaborator.  
The missing piece of the impact puzzle finder.  
We are all of the above.



## **Taking impact wider and higher**

We’re building an expansive and harmonious global impact ecosystem, setting up new markets in eastern Europe, Middle East and north Africa. Our EU policy work presses for a thriving and inclusive impact market.



**Making impact history:** In 19 years we went from eight to 300 members strong. We built a unique data hub for the impact space, trained 1,000+ impact champions, 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 sphere and play a vital role in global impact collaborations on data and strategy.

**Learn more [evpa.ngo](https://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](mailto:recruitment@evpa.ngo)

Applications will be reviewed on a rolling basis so we strongly encourage early applications. The application **deadline is 15 March 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.*