

Endeva is hiring!

Project Manager (m/f/d)



About Endeva

Endeva enables inclusive system innovations. We support partners from all sectors to create systems that serve people and planet, and to transform their own role towards these future systems. We provide the expertise, network, and methodologies to go from discovery to design and co-creation. Achieving positive impact at scale for our partners and low-income people is our guiding star.

- Discover: Based on rigorous research, we provide insight on the inclusive and regenerative systems and business models of the future, and how we can get there. Technology plays a critical role here.
- Design: We help develop strategy, business models and systems initiatives in a co-creative and user-centered way.
- Co-create: We curate and facilitate effective multi-stakeholder collaboration for systems change. We also provide training and enable collaboration at workshops and events.

We work in a holocratic, self-managed organization with a core team of full-time staff and a global network of experts. We ensure high-quality end products by bringing together our excellent quality and process management capacities and our expertise in inclusive systems innovation with the specialist knowledge from our experts. Our values – impact, partnership, entrepreneurship, critical thinking, and joy – guide all our efforts in this endeavour. We are a certified BCorp and founding members of BCorp Europe. You can find more information about our work on our website: www.endeva.org.

About the position

We're looking for a Project Manager to support the development and implementation of Endeva's projects.

- Starting in March/April 2021 (for one year of parental leave replacement, with option of extension)
- Part-time/full-time (32-40 hours per week, with flexible allocation of days)
- Our office is in Berlin, Germany. Working remotely is also an option

Your tasks include

- Lead project management activities, including budget and time management, and communication with our international and interdisciplinary project teams as well as clients from the development and corporate sector
- Supervise and conduct own research and data analysis
- Lead development of high-quality reports, strategy papers and presentations
- Facilitate and moderate physical and virtual events, including trainings, workshops and webinars
- Support business development and proposal writing

In addition to these project-related tasks, you will support the team on internal tasks, based on your experience and passion

- Intern recruitment and management
- Freelance expert management
- IT management
- Social media communication

Job Requirements

- University degree in a relevant field (e.g. economics, business studies, policy or development studies)
- At least 3 years of relevant work experience in the development or consulting sector. Experience with inclusive business, innovation and system thinking is a plus. Practical work experience in low-income countries is a plus. Experiences in the off-grid renewable energy sector is a plus.
- Strong research and analytical skills
- Strong organizational skills and attention to detail
- Excellent writing skills in English and ability present work in a structured manner
- Excellent communication and presentation skills
- Demonstrable ability to work well independently
- Leadership skills, cultural sensitivity and ability to manage interdisciplinary teams
- Proficient in English, proficiency in French is a plus
- Independent, entrepreneurial, solution-oriented, curious and interested to learn, self-driven, open communication, team player and good humor

Our Offer

We offer a competitive salary and a great working atmosphere in a highly motivated, dedicated and dynamic international team.

Please send a CV and cover letter by February 10

Christian Pirzer, c.pirzer@endeva.org