



## Incubation Project Manager @ Impact Hub Bucharest

### POSITION SUMMARY

We are looking for a Project Manager to work in our Impact Hub Bucharest team in supporting entrepreneurs to go to market and grow their business FASTER. Working from an inspiring space in the Timpuri Noi Square, you will be developing and implementing programs providing training, mentoring and access to finance for entrepreneurs, as well as connect with Impact Hub alumni to learn how their businesses have evolved in the past few years.

### IMPACT HUB BUCHAREST

Impact Hub is an ecosystem to inspire and support people to create social impact in the world through entrepreneurship. Our ecosystem incorporates a co-working space, event venue, and series of acceleration and scaling programs. We are part of a global community of 15000+ impact makers spread over more than 100 locations worldwide.

### The qualities we are looking for:

- Fast worker, who sees solutions and responds to challenges and opportunities quickly
- Very good communication and interpersonal skills, including persuasion and public speaking
- Good knowledge of trends and actors in the business and entrepreneurship community in Romania
- Professional attitude and commitment to quality work
- Committed to creating impact in society and passionate about entrepreneurship
- Hands-on approach to problem-solving and able to see new, creative ways around obstacles
- Fluency in written and spoken English

### Previous experience

Minimum 3 years of previous experience in:

- running projects & programs (a plus if on business, entrepreneurship or education)
- working with and reporting to grant making organizations and corporate partners



## Responsibilities

Working under supervision of the Incubation Manager who oversees all Impact Hub Bucharest programs, you will:

- Plan and implements incubation programs in the Impact Hub Bucharest portfolio
- Assists in developing and monitoring program budgets
- Communicate and report to partners and donors
- Research and connect with entrepreneurs and actors in the environment
- Prepare and maintain a variety of records and reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds.
- Work with the communication team to reach program results in visibility and enrollment
- Facilitate events and program meetings
- Connect with current and alumni entrepreneurs to monitor needs and status

## What we offer:

- Working in the most inspiring space dedicated to entrepreneurs
- Being part of a community of impact entrepreneurs; being part of a fast-growing local business and global network
- A lot of responsibility and autonomy: we want you to leave your mark
- Working with a diverse, highly skilled team
- Several formal and informal opportunities for training and development

Applications will be accepted until the 22nd of February. However, we will run interviews as soon as we receive applications and may decide earlier than that - so being entrepreneurial and applying fast is important.

## How to apply?

Send us an e-mail at [jobs@impacthub.ro](mailto:jobs@impacthub.ro) with the subject Incubation Project Manager containing your resume and a cover letter (English).