



## **Project Manager - International programs @ Impact Hub Bucharest**

Location: Impact Hub Universitate, Bucharest

Area: Project Management

Contract type: Full-Time

Seniority: 1 – 5 years of professional experience

### **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, you will be developing and implementing programs providing training, mentoring and access to finance for entrepreneurs, as well as connect with a wide network of allies from the extended Impact Hub community.

### **IMPACT HUB BUCHAREST**

In the last 5 years Impact Hub Bucharest was involved either as leader or partner in projects like: Startup Plus, Startup Diaspora [Ro-Win](#), Erasmus + [Creativebusiness.studio](#), Erasmus+ - [The Circle](#), Cosme - [Enterprise Europe Network](#), [EIT Food](#), with Impact Hub Global part of the [Liaise Better incubation](#) and was thus involved in multistakeholder partnerships and large consortia with several EU countries - Italy, Spain, Portugal, Hungary, Croatia, Austria, Germany etc.

Impact Hub is an ecosystem that inspires and supports people to create social impact in the world through entrepreneurship. Our ecosystem incorporates co-working spaces, event venues, and a series of acceleration and scaling programs. We are part of a global community of 24000+ impact makers spread over more than 100 locations worldwide.

### **Qualities we are looking for:**

- Fast worker, who sees solutions and responds to challenges and opportunities quickly
- A quick learner – you enjoy doing things for the first time and extracting the learnings from a new situation to improve the process for next time
- Autonomy and proactiveness
- Very good communication and interpersonal skills, including persuasion and public speaking
- Good knowledge of trends and actors in the business and entrepreneurship community, as well in the field of European funds
- Professional attitude and commitment to quality work

- Impact-driven – you have a passion for social entrepreneurship and innovation and are driven by the idea of making a positive impact in the world.
- A doer – you can easily switch between strategic thinking and execution, taking high-level ideas and turning them into well-organized and easily-understandable documents and materials.
- A problem-solver – you are comfortable making decisions around prioritization and program execution and enjoy figuring out the best way to move things along.
- Fluency in written and spoken English, as you will work in an international context where English is the common language, and you need to also report and facilitate in English. Business English is also important as you need to understand and use the terminology.

### **Your responsibilities**

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

- Lead and implement together with the local team & regional partners European funded programs under Erasmus, Horizon, Cosme, Easi, POCA, POCU etc
- Plan and implement acceleration & innovation programs in the Impact Hub Bucharest portfolio
- Propose, assist in developing budgets and monitoring implementation of 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

### **Previous experience and requirements - Minimum 3 years of previous experience in:**

- Running EU funded projects & programs (a plus if on business, entrepreneurship and the funding lines mentioned above)
- International Project Management – in order develop and run the program successfully with implementation partners located in different geographical locations with various cultural backgrounds, and to reach the program goals while keeping within in the budget.
- Coordinating teams
- working with and reporting to grant making organizations and corporate partners
- Stakeholder management – to collaborate and communicate in a professional, approachable, and effective manner with a broad range of local and international stakeholders.
- University degree
- experience and ability in working online, using digital tools and across European time zones
- reporting on EU funded projects

It would be extra awesome if you also were:

- Culturally sensitive – you enjoy working with and learning from people with different cultural backgrounds
- Experienced in identifying and writing program applications

### **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

### **To apply:**

Applications will be accepted until the May 30th. However, we will run interviews with selected applicants 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 Project Manager containing your resume and a cover letter (English).