



Sustainability Program Manager @ Impact Hub Bucharest

POSITION SUMMARY

We are looking for a Sustainability Program Manager to work in our Impact Hub Bucharest team in supporting entrepreneurs & innovators to go to market and grow their climate positive businesses and ideas FASTER. Working together with an inspiring team, you will be developing and implementing programs providing training, mentoring and access to finance for entrepreneurs & innovators, as well as connect with a wide network of allies from the extended Impact Hub community.

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. You can find out more about us at www.impacthub.ro or from our [Linkedin](#) page.

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 Black Sea ClimAccelerator 2022, the most ambitious accelerator for green startups in the region.
- Plan and implement acceleration & innovation programs in the Impact Hub Bucharest portfolio focused on a more sustainable future.
- Assist in developing and monitoring program budgets.
- Communicate and report to partners and donors.
- Research and connect with relevant actors in the ecosystem.
- 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.



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, entrepreneurship, and sustainability ecosystems 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 (although English is not our primary company language, your first program that you will lead, Black Sea ClimAccelerator, is an international program with multiple international stakeholders).

Previous experience

Minimum 3 years of previous experience in:

- Running projects & programs (a plus if on business, entrepreneurship, or sustainability)
- Coordinating teams
- Working with and reporting to grant making organizations and corporate partners

What we offer:

- Working in the most inspiring team dedicated to impact driven 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:

Send us an e-mail at jobs@impacthub.ro with the subject Sustainability Program Manager containing your resume and a cover letter (English). We will run interviews with selected applicants as soon as we receive applications so being entrepreneurial and applying fast is important.