



Program Manager @ Impact Hub Bucharest

Location: Impact Hub Universitate, Bucharest

Area: Program Management

Contract type: Full-Time

Work style: on-site but with flexible & hybrid options

Seniority: 3-5 years

POSITION SUMMARY

We are looking for a Program Manager to work in our Impact Hub Bucharest team in supporting entrepreneurs & innovators to go to market and grow their 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 that inspires and supports people to create social impact in the world through entrepreneurship. Our 10 years' experience in the local market incorporates co-working spaces and a series of acceleration and scaling programs. We are part of a global community of 26000+ impact makers spread over more than 100 locations worldwide. You can find out more about us at impacthub.ro or from our [Linkedin](#) page.

Profile we are looking for:

- You are genuinely searching for a place where people value the impact of their work & the connections they build on the way.
- Connected to the entrepreneurial & business ecosystem.
- You take your work seriously; you are autonomous and able to work efficiently in a team.
- Professional attitude and commitment to quality work.
- Very good communication and interpersonal skills, including persuasion and public speaking.
- Fast worker, who sees solutions and responds to challenges and opportunities quickly.
- Hands-on approach to problem-solving and able to see new, creative ways around obstacles.
- Fluency in written and spoken English.
- 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.
- Passionate about sustainability.

Role's responsibilities include:

Working under supervision of the Programs Director who oversees all Impact Hub Bucharest



programs, you will:

- Lead and implement together with the local team our programs dedicated to entrepreneurs.
- Plan and implement acceleration & innovation programs in the Impact Hub Bucharest portfolio.
- 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.

What we offer:

- Working in the most inspiring space dedicated to entrepreneurs and diverse community of skilled professionals.
- 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 March 24th. 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.

Send us an e-mail at jobs@impacthub.ro with the subject Program Manager containing your resume and a concise motivation letter.