



## **SME Program Manager / Program Manager for SMEs dedicated programs @ 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 supporting entrepreneurs & innovators to 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 11 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](https://www.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 (focused on SMEs)
- Good knowledge of trends and actors in the business, entrepreneurship, and sustainability, agrifood ecosystems in Romania.
- You take your work seriously; you are autonomous and able to work efficiently in a team.
- 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 for/ or working with small and medium enterprises; working with and reporting to grant making organizations and corporate partners.
- Nice to have: experience in writing program applications.



**Role's responsibilities include:**

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

- Lead and implement together with the local team our programs dedicated to entrepreneurs and SMEs.
- Plan and implement acceleration & innovation programs focused on SMEs 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 September 29<sup>th</sup>. 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](mailto:jobs@impacthub.ro) with the subject Program Manager containing your resume and a concise motivation letter that focuses on your experience with SMEs.