

JOB OPENING @ EVPA | POLICY INTERN

MAIN TASKS & RESPONSIBILITIES

- Assist EVPA's Knowledge Centre and Policy Director in the implementation of EVPA policy-related activities, namely:
 - **Contacts** with EVPA Members and relevant EU and multilateral authorities (European Commission, Parliament, Council, EESC, EIF, OECD, G8 GSG, etc.)
 - Support the organisation of **webinars** dedicated to learning about EU and / or national policies (i.e. EU funding for the Venture Philanthropy and Social Investment sector, retail social investment, Social Impact Bonds, etc.)
 - Assist in the **preparation & follow-up of events and EVPA policy meetings**
 - Draft **policy material** (communications for EVPA Newsletter, contributions to public consultations, etc.)
 - Update and maintain **EVPA policy website** and **database of contacts**
- Other administrative tasks (reporting, logistics, etc.)

SKILLS & QUALITIES

- Policy literacy and understanding of **European institutions** and decision-making process
- Passion for and basic knowledge of **Venture Philanthropy** and **Social Investment**
- Understanding of financial instruments and mechanisms (or demonstrable curiosity and willingness to learn)
- Well **organised** and able to work on projects autonomously
- Proactive attitude with **attention to detail** and **accuracy**
- Written and spoken fluency in English, any other European language(s) are a plus
- Used to work with Microsoft Office

TERMS & CONDITIONS

- Paid internship
- Based in Brussels
- Start date: ASAP, for a duration of 6 months (extendable)
- Must be recently graduated (bachelor or master)
- Possibility to grow in terms of responsibilities and opportunities as part of a dynamic team
- Experience in an entrepreneurial and fast moving environment

Interested in this position? Please send your CV and motivation letter to Priscilla Boiardi: pboiardi@evpa.eu.com by **3rd December 2018**
(Only selected candidates will be contacted for an interview.)

ABOUT EVPA

Established in 2004 and based in Brussels, the European Venture Philanthropy Association (EVPA) is a non-profit, membership association gathering organisations based in Europe and which are interested in or practicing Venture Philanthropy and Social Investment (VP/SI). These include venture philanthropy funds, social investors, grant-making foundations, impact investing funds, private equity firms and professional service firms, philanthropy advisors, banks or business schools. EVPA currently gathers over 270 members from 30 countries, mainly based in Europe.

EVPA defines VP/SI as an approach to build stronger social enterprises by providing them with both financial and non-financial support (i.e. capacity building) at all stages of their development in order to increase their societal impact.

Envisioning “a world where philanthropy and investment combine to drive societal impact”, EVPA’s mission is “to enable Venture Philanthropists and Social Investors to maximise societal impact through increased resources, collaboration and expertise”.

EVPA is committed to support its members in their work by providing networking opportunities and facilitate learning. Furthermore, EVPA strengthens its role as a European Thought Leader in order to build a deeper understanding of the sector, promote the appropriate use of VP/SI and voice the concerns and expectations of VP/SI practitioners to policy makers.

EVPA is a young and small organisation, and as such, we highly value the contribution of each team member. Therefore, working for the EVPA provides the opportunity to play an important role in the development of VP/SI in Europe. For more information please visit our website www.evpa.eu.com.