Job opening: Membership Development Analyst

We are EVPA, the investing for impact community.

EVPA is a unique network at the intersection of finance and purpose, driven by knowledge and focused on impact. We aim to increase prosperity and social progress for all, fix inequalities and injustices and preserve the planet.

We rally people, capital, knowledge and data to catalyse, innovate and scale impact. EVPA brings together a diverse group of capital providers (impact funds, foundations, corporate social investors, banks, public funders) and social innovators of all sorts – from household names to emerging new players.

Catalysing Impact

We mix breakthrough research, eye-opening data, actionable learning and honest experience exchange to ignite innovation and build capacity to match ambitions, forge solutions, break barriers and bridge gaps for a bigger, deeper and smarter impact.

Joint Impact

We build synergies that tackle critical social and environmental problems at scale – and change mindsets. EVPA platforms facilitate thematic and sectoral collaboration but our ground- and silos-breaking convening ability is our true superpower.

Transformative Impact

Enable real and lasting change – that's EVPA approach. We take on big issues, study and celebrate systems change, call for transformative regulatory frameworks and optimised public funding. As we guide newcomers to the impact space, we promote impact transparency and integrity.

Building a European Impact Ecosystem. Investors for impact power social and environmental impact to build a better world. At EVPA, we join forces to build an impact ecosystem! In 18 years we went from eight to 300 members strong and truly European network. We built THE data hub for the impact space, trained 1,000+ people, produced standard-setting and bar-raising guidelines on investing for impact and impact measurement and management. We established a strategic presence in the EU policy settings and play a vital role in global impact cooperation. Not bad for a teenager!

Learn more at evpa.eu.com.

Job Description

The role of the Membership Development Analyst is to support the Knowledge, Community and Market Development team in analysing membership and prospecting trends, in creating online membership and internal performance dashboards, in answering research enquires from members linked to sectorial data, in keeping up to date and suitable for different internal and external needs our CRM system (i.e. Salesforce).

This is a full-time role based in Brussels (EVPA's office). The role reports to the Head of Knowledge, Community and Market Development.

Roles & Responsibilities

As **Membership Development Analyst** you will be in charge of…

- Collecting, analysing, and visualising data on EVPA's members and non-members to support the organisation in having a clear understanding of its membership base/ potential as well as building a clear prospecting strategy within the impact investment ecosystem.
- Providing the EVPA team with similar analysis on smaller groups of members belonging to specific geographies or initiatives (e.g. the Corporate Initiative).
- Creating online dashboards to visualise the data collected and share them externally.
- Answering enquires from members using data collected and analysed.
- Understanding the best way of tracking the information EVPA collects in Salesforce.

You will also work with **Salesforce**…

- Setting up users.
- Configuring security and access settings.
- Creating custom objects and maintaining fields.
- Managing data.
- Building reports, dashboards, and other analytics.
- Managing sandbox and production environments.
- Training Salesforce users.

Skills & Qualities

- Bachelor's or Master's degree in fields such as
  mathematics, finance, statistics, economics, or computer science (other fields will still be considered).
  At least 2 years of work experience as data analyst or in a community/ membership organisation
- Demonstrated experience with Salesforce
- Ability to manage medium-to-large databases
- Strong analytical skills with the ability to collect, organise, analyse, and visualise data in clear and precise way

- Interest and understanding of social investment/ impact investing and a good customer service orientation is a plus
- Very good knowledge of MS Office (especially Excel and PowerPoint)
- Knowledge of data visualisation software like Tableau or Power BI (the latter is preferable)
- Strong communication and presentation skills
- Creativity
- Team-working skills
- Excellent command of written and spoken English, any other European language is a plus

What we offer

- A competitive salary package (13th-month salary, holiday pay, transportation and home office allowance, meal vouchers)
- Full-time position
- Flexible working hours and work from home policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

More information and how to apply:
Please visit our website, EVPA success stories and our LinkedIn profile.

Interested in applying? Please send your resumé with a cover letter to recruitment@evpa.ngo

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Applications will be reviewed on a **rolling basis until the position is filled**, so we strongly encourage early applications. Once your application has been sent, we thank you not to get in touch. Only shortlisted candidates will be contacted for interviews. If you do not hear from us two weeks after sending us your application, please presume your application has not been retained on this occasion.

EVPA is an equal opportunity employer. We celebrate and practise diversity in all its forms and are committed to creating an inclusive environment for all of our employees.

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