

Job opening: Program Manager

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

EVPA is building grounds for a new long-term program in cooperation with the European Commission concerning support to social economy and social entrepreneurship in the Southern Neighbourhood countries of the European Union, Middle East and North Africa (the MENA project). The MENA program will involve cooperation with local partners, based in those countries, co-development of the activities with them and its implementation. We are expanding EVPA Team to implement those activities and to reinforce its managerial capacities.

As a Program Manager you will oversee and supervise the implementation of the MENA project according to agreed budget, set objectives, and following EU guidelines and regulations. You will be responsible for moving the project forward while also leading, inspiring, and motivating the team to do their best work.

This is a full-time role, ideally based in Brussels or in the MENA region. Frequent travels to the region will be required.

Roles & Responsibilities

- 1. You will build, develop, and manage the project team to ensure maximum performance, providing purpose, direction, and motivation.**
 - a. You will be communicating with team members, including relaying briefs, connecting daily tasks to larger goals, and providing context and support.
 - b. You will ensure the team remains focused and on track, including addressing any conflicts or bottlenecks.
 - c. You will foster a workplace atmosphere that helps bring out the best in his or her team.

- 2. You will lead the MENA project towards achieving its outcomes and impact through deployment of necessary human and financial resources, identifying schedules, scopes, budget forecasts, and project implementation plans, including risk mitigation**
 - a. You will establish and maintain processes to manage activities and objectives over the project lifecycle, engage the project team to follow through the timelines, ensure quality and performance standards, and assess and manage risk within, and across, multiple actions of the project.
 - b. You will establish and maintain relationships with appropriate project stakeholders, including partners, EU delegations and other stakeholders, providing updates on project status, relevant engagement and changes.
 - c. You will monitor project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team and activities adhere to project goals.
 - d. You will monitor and assign human and financial resources appropriately to streamline project efficiency and maximise deliverable outputs.

3. **You will align project activities, finance, and its implementation with the overall EVPA strategy and vision.**
 - a. You will coordinate internal and external resources, ensuring project remains within scope, schedule, and defined budgets, in collaboration with project team, and EVPA staff from various functional EVPA departments.
 - b. You will report on regular basis project outcomes and/or risks to the appropriate EVPA management channels as needed—escalating issues as necessary based on project work plans.
 - c. You will ensure relevant and appropriate knowledge transfer across EVPA and leverage synergies across narrative and membership development strategy.

4. **Within the framework of the MENA program, you will work with different legal aspect, regulations and in multicultural environment across Europe and MENA region.**

Skills & Qualities

- **Strong leadership skills** because you will be creating a vision around the project to provide the project team and EVPA staff with a sense of purpose and motivation towards implementation of the project in MENA region.
- **Excellent organisational skills**, proven self-management and team-management skills to follow and adjust planned activities, and to ensure that multiple partners involved neatly and follow project objectives and EU regulations.
 - Strong attention to deadlines and budgetary guidelines, as well as ability to monitor and control project budgets
 - Experience in managing/coordinating EU funded multinational projects, following EU reporting regulations and evidence collection
 - Ability and experience in planning activities, building schedules and timely follow up on their implementation
- **Excellent communication skills** because you work with multiple partners, team members across different nationalities.
- English written and in communication; French and Arabic languages will be an asset
- Experience in coaching and educating project teams to strengthen team members' capabilities and skill sets.
- Patient, empathetic, cultural sensitivity and passionately communicative with the ability to put yourself in the stakeholders' shoes and advocate for them when necessary.
- Understanding of, familiarity and cultural sensitivity in context of the Middle East & North Africa (MENA) region.
- Understanding and experience in working in the MENA region in the social investment, social enterprise, philanthropy, corporate social responsibility and similar topics.
- Experience in working in international dynamically changing environment and teams, or in MENA countries and other emerging markets would be an asset.
- Self-motivated, driven by ambitious EVPA vision.
- Ability to make decisions under pressure.

- Resilient, able to work in highly volatile context, attentive, comfortable with prioritising several competing tasks and responsibilities.
- 7+ years project management experience.
- Strong written and verbal communication skills.
- Strong presentation skills.
- Proficient with MS Office Excel and familiarity with CRM systems and practices (Salesforce), and other online tools like Dropbox, Slack, Trello, time registry systems, etc.
- A passion for venture philanthropy, social venture financing or social entrepreneurship, and interest in policy related issues.

More information and how to apply:

Please visit [our website](#), [EVPA success stories](#) and our [LinkedIn profile](#).

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

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 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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