

Junior Manager Project Acquisition (m/f/d)

to join our Business Development team/ adelphi Consult

adelphi is the leading independent think-and-do tank in Europe for climate, environment and development. We are some 320 strategists, thought leaders and practitioners working at the local and global levels to find solutions to the most urgent political, economic and social challenges of our time. As a policy consultancy, we support a just transition towards carbon neutrality and sustainable, liveable societies. Our work is grounded in transdisciplinary research, evidence-based consulting and stakeholder dialogues. With these tools we shape policy agendas, facilitate political communication, inform policy processes and support decision-makers.

Reconciling economic growth with climate protection and resource efficiency requires access to affordable and appropriate financing solutions. In many countries, however, markets and frameworks for green financial products and sustainable investments are underdeveloped. adelphi supports clients from politics, business and the financial sector in designing and implementing green financing instruments, both in Europe and in developing and emerging economies.



**FULLTIME
BERLIN**

Job summary

From our Berlin HQ, Business Development Managers coordinate tenders for development projects and technical assistance contracts funded by national and international donors worldwide. In order to strengthen our Business Development team, we are currently hiring a Junior Business Development Manager who will report directly to the Head of Business Development.

Diversity is important to us. For a sustainable future, we need a diversity of experiences, backgrounds and perspectives.



Your tasks

- You will support in the identification of relevant business opportunities for various international and European donors;
- You will be supporting the technical and administrative preparation of technical and financial proposals, mainly for our international clients such as the World Bank, EIB, KfW, AFD and the European Commission, GIZ etc.;
- You will identify relevant partner organisations and experts to cooperate with adelphi;
- It will be your responsibility to coordinate the inputs of adelphi and its partners;
- In addition, you will contribute to the development of our business development unit, by maintaining expert and reference databases.



Your qualifications

- At least 1 year of general professional experience preferably in international project management (call for proposals, grants and/or project management). Experience in the day-to-day management of international tenders will be considered an asset;

- Knowledge of international cooperation funding mechanisms as well as the bidding processes of a range of international cooperation agencies is essential (e.g. EU, GIZ, KfW, AFD, EIB);
- Strong communication skills, good team player, together with ability to work independently and efficiently;
- Coordination, planning and organisation skills;
- Excellent command of Microsoft Word, Excel;
- Educational background: University Degree, preferably Master's level in a relevant field of expertise;
- Fluency in English (writing and speaking), German is not mandatory, but would be an asset.

We offer...

adelphi Impact:

You advance social-ecological transformation with impactful projects.

adelphi Fit:

Free or discounted membership in the Urban Sports Club with more than 50 sports throughout Germany and in five European countries.

adelphi Mobile:

Subsidized BVG company ticket including free transportation for passengers and/ or our job bike leasing for your personal bike of choice. Whether for your way to work or for your free time.

adelphi Spirit:

An international and interdisciplinary team with a lot of passionate commitment for a future worth living. Not only spinning ideas together at work, but also celebrating together at various adelphi events.

adelphi DNA:

dynamic green new-work environment with flexible working hours for your personal work-life balance as well as IT equipment for your home office.

adelphi Care:

Individual development through numerous internal and external trainings as well as our buddy program, mentoring and knowledge exchanges.

Your application

We therefore welcome all applications – regardless of gender, disability, nationality or ethnic and social origin. Recognised severely disabled persons or persons of equal status will be given preferential consideration in the case of equal suitability.

Send us your complete documents **as soon as possible** (including cover letter, including curriculum vitae, copies of certificates, salary expectations and information on your availability). Please use only the way via our online application.

Applications will be evaluated on a rolling basis.