

Business Development Coordinator (m/f/d)

Cologne-based (or hybrid with regular travel to Cologne) | starting as soon as possible | full-time

Who we are

ZOE, the Institute for Future-fit Economies, is an independent think & do tank based in Cologne founded in 2017. We are dedicated to policy-oriented research and evidence-driven advocacy for a future-fit economy. At the interface of politics, research, and civil society in the EU, we develop impulses for an economy that enables people to live well within planetary boundaries.

We are a small team that values an appreciative atmosphere and good communication. Further we offer:

- **A motivating working environment** in a small think & do tank that has made it to the top of EU politics in a short space of time
- **A strategic, agile, value and purpose oriented** working style
- **Flexibility** of working time and place, supporting a healthy work-life-balance
- A dynamic organization that is in the **exciting phase of scaling up its activities**

Key Responsibilities

As part of a **motivated and impact-driven team** you will carry out a variety of tasks, including:

- **Supporting our organisational and business development** in line with our new organisational strategy
- **Coordinating our fundraising and project development team** including leading proposal writing processes, developing and coordinating the development of new project ideas with and across our teams
- **Supporting ongoing and new relationships with partners**
- Supporting the recruitment and onboarding of new staff, and nurturing our team culture
- Supporting the project management of our projects with administration, budgeting, and operational support
- **Developing our business model**, including developing new offerings of our work, such as our training and advisory services

The specific set of priority tasks and responsibilities will be decided together based on the list above and the selected candidate's specific background and skills.

Whom we are looking for

We are looking for people that share our core principles: value orientation, sustainability, agility, self-responsibility, and flat hierarchies. Your profile would include the following skills, background, and knowledge:

- Passion for and informal background knowledge in **economics, political economy, sustainability, climate change action, just transition** or other topics related to the socio-ecological transition
- **At least 1 year of professional experience** in managing fundraising processes
- **At least 1 year of experience** coordinating teams
- **Excellent coordination capabilities**, including the capacity to coordinate multiple processes and teams at once, as well as budget management and reporting capabilities
- Ability to **build relationships** with a broad and diverse network of actors

- **Ability to think strategically**, anticipate changes and adapt to organic developments in the internal and external surroundings
- Excellent **attention to detail**, specifically excellent capabilities for working with excel for business operations and business planning
- Fluency in written and spoken **English** and working capability in **German**
- Ability to develop new processes for business operations

In addition, some of the following competencies fit well into our team, but are not a requirement: contacts with funders and funding networks, an academic track record, knowledge about EU climate, social or economic policy, knowledge of systems thinking.

Conditions

The weekly workload is **30-40 hours** whereby working hours can be arranged flexibly. The position can start as soon as possible, but at the latest by September 1st. We wish for a regular presence in Cologne, however we support a hybrid work environment. Candidates should be willing to travel/commute at minimum once per month to our office in Cologne. Pay is informed by the public sector collective agreement of the Länder. The gross wage will be **€3,000-€3,600 per month**, depending on the competences and experience and calculated pro rata. The contract will be for one year initially, however, the position is intended to contribute to the long-term development of the organisation. For this reason, we aim for a longer-term fit.

Diversity

We believe that our society's behaviour disproportionately hurts the most marginalized people – including people of colour, people from working class backgrounds, people with disabilities, women and LGBTIQ people. We are committed to challenge this through our work for socially just development and by creating a diverse workplace at our organisation. Hence, we strongly encourage applications from people who are members of marginalized communities.

Application procedure

We are accepting applications **until 6 pm CEST on Wednesday, June 29th**. Please send your CV (max 3 pages) and a motivation letter (400–500 words) to applications@zoe-institut.de. Please do **not attach a photo** to your application. Please **state “Business Development Coordinator” in the subject line**. If we consider your application to be suitable, we will get back to you as soon as possible with dates for an online interview. The interviews will take place on Friday, July 1st. In case of any questions please contact Sonia Kuhls: sonia.kuhls@zoe-institut.de.