



JOB OFFER

Business Angels Europe (BAE), the European Confederation for Angel Investing, representing national federations of Business Angels at European level, is opening a junior management position for its **communication manager / deputy project manager** based at its European secretariat in Brussels, starting 1st September 2017.

Missions and responsibilities include:

- PR & Communication for the association: social media management (regular input, animation of discussions, group & theme management); website design; production of newsletters and contents for various supports and projects; input collection / cooperation with members...
- Management support in multiple EU projects focusing on angel investment (from capacity building to data collection, recruiting and training business angels, to facilitating access to equity finance): project daily management, follow up with partners and experts, event organization, communications and PR, assistance to consortia members and partners, preparation of project documentation, presentations and reports (technical and financial), assisting project coordinator...
- Database management and member relations.
- Assistance to Board Members and CEO / Secretary General (meetings, reports, travel, expenses, presentations, etc.) in the daily management of the association.
- EU policy issues / events monitoring and preparation of related newsfeeds for the association.

Educational and professional background required:

- Proven track record in communication and social media expertise: website design and content management, excellent practice of social media, top writing and presentation skills to be a true contributor from day one.
- Native or near native English speaker – any other language an asset.
- EU project management: administration, reporting, daily operations, EU relations.
- Self-starter, team player able to work independently and to add value (strong organizational skills and time management, real attention to detail).
- Can-do attitude, willingness to learn and contribute to the association's growth.
- University level in business, finance, EU affairs and/ or communication.

Application:

Please send your cv and motivation letter ASAP in one pdf file, indicating salary expectations and earliest date of availability, for the attention of Mrs. Marie-Elisabeth Rusling, CEO & Secretary General, to: me.rusling@businessangelseurope.com

Candidates should only apply if fulfilling the above criteria. Please kindly note that only selected candidates will be contacted. Interviews will take place at Business Angels Europe, Avenue des Arts 6, B-1210 Brussels.

More information: www.businessangelseurope.com