

Junior Manager Business Development (m/f/d)

*to join our Business Development team (full time) /
Berlin / adelphi consult*

adelphi is Europe's leading independent think-and-do tank on climate, environment and development. As a leading policy consultancy, we advocate for just transformative change and a livable and sustainable society. 320 bright minds work locally and globally on environment and sustainability and the challenges of political, economic and social change.

Exciting tasks in a varied environment await you with us. Contribute your ideas and expertise to our interdisciplinary, international teams and benefit from networked working and learning as well as flat hierarchies.



FULL TIME
adelphi consult/ 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.

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 GIZ, KfW, World Bank, EIB and AFD, 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. GIZ, WB, 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

In your application please outline how you meet these criteria

We offer...

adelphi Impact:

Possibility to shape creative and impactful solutions for sustainable finance, quickly take on responsibility for projects and versatile tasks. Be part of a growing and dynamic Finance programme in an impact-oriented consulting company.

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. Flat hierarchies and a flexible work environment as well as friendly and committed colleagues.

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. Possibility to re-enter the space after extended leave or after work in other sectors.

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.