

# Business Development Specialist/Manager (m/w/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 160 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.



## **FULL TIME BERLIN**

## **Your working field**

From our Berlin HQ, adelphi's Business Development coordinates 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 Business Development Specialist. You will be leading the preparation of proposals, mainly for our European Union (EU) clients such as the Directorates General for International Partnerships, Climate Action, Environment and Internal Market, Industry, Entrepreneurship and SMEs.

We offer a full-time position and a fixed-term contract for a period of 1 year, with a possibility of extension.

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



## Your tasks

- Develop comprehensive proposals, including technical, financial, and administrative components
- Create and manage schedules for tender preparation, ensuring all tasks are completed on time
- Organize and lead regular progress meetings with the bidding team
- Support the identification of relevant business opportunities with our EU clients
- Identify relevant partner organisations and experts to cooperate with adelphi
- Negotiate terms and conditions with experts and partners
- Maintain relationships with key stakeholders, including experts and partners



## Your qualifications

- At least three years of professional experience in international projects (call for proposals, grants and/or project management)
- At least two years of experience in Business Development for international donors, especially the day-to-day management of tenders, including but not limited to developing technical, financial and administrative components of proposals, creating and managing bid schedules, managing bid teams and liaising with partners
- Knowledge of international cooperation funding mechanisms as well as the bidding processes of international cooperation agencies and government bodies. Knowledge of the EU in particular will be considered an asset
- Analytical skills to assess tender requirements and develop competitive proposals
- Strong communication skills, good team player, together with the ability to work independently and efficiently
- Strong networking and relationship-building abilities
- Educational background: University Degree, preferably Master's level in a relevant field of expertise
- Proficiency in English (writing and speaking), knowledge of other EU languages is an asset
- Ability to work in Germany, with our preference being a person based in or willing to relocate to Berlin; or Spain

## 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.