

Application deadline: 16 January 2023

Investment & Portfolio Manager for Impact Ventures

BACKGROUND

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.

	<i>We create systemic solutions that will move people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for an Investment & Portfolio Manager for Impact Ventures. The Investment & Portfolio Manager will be responsible for measuring, coordinating and reporting the impact of Impact Ventures activities, plus the strategic development of the Thematic Area in line with EIT Urban Mobility's medium- and long-term goals.

ABOUT THE JOB

The **Investment & Portfolio Manager – Impact Ventures** will report directly to the Impact Ventures Director. The Investment & Portfolio Manager supports the Impact Ventures Director regarding the coordination and monitoring, quality assurance and reporting of EIT Urban Mobility Impact Ventures' activities. This includes but is not limited to the following tasks and responsibilities:

- Connect to EU startup ecosystems with the purpose of building an investment deal flow for Impact Ventures' investment activities
- Evaluate startups in the selection process of investment candidates
- Prepare and support startups in the investment application process
- Take ownership and accountability for startups selected for investment
- Support in the Due Diligence of startups in investment process
- Manage individual portfolio of equity startups, monitoring status and identifying possible leads and opportunities, and follow-up investment opportunities.

This position can be based in **Amsterdam (Netherlands)**.

Permanent and full-time position, with possibility to homework up to 2 days a week.

Some travel is expected.

No relocation expenses are assigned.

THE PERSON WE ARE LOOKING FOR:

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

The ideal candidate would also have:

- More than 2 years of experience in Venture Capital, startup investments, or accelerator programmes
- Experience in working in an international, multi-stakeholder environment
- Experience in setting up operational processes and routines to follow up progress on a programme level

- Experience in following up and reporting startup activities in a complex setting
- Experience from EU funded multinational programmes, or similar type of programmes
- Strong skills in selecting, implementing and using digital tools to improve operations
- Well-developed communication skills
- Structured and Service-oriented personality
- Pro-active and self-starter attitude
- Independent worker but team player

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, high attention to detail, who are passionate about creating a more sustainable future.

GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in The Netherlands.
- enjoy their full rights as citizens.

EDUCATION

- Bachelor's degree in Business Administration or equivalent¹.
- Written and spoken English (C1) and one additional EU language would be a plus.

¹ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format: Save your completed application form in **one single file** in either PDF or Word format.
- File name: Name the file according to the model “*EITUM_first name_last name*”. For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
- Email title: The subject field should read “*Investment & Portfolio Manager for Impact Ventures. HR135-2023*”.
- Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).