



Sustainability. Not Charity.

NESsT Enterprise Development Manager (EDM) for Europe

NESsT is an international nonprofit organization that works to solve critical social problems in emerging market countries by developing and supporting social enterprises. Please visit our website at www.nesst.org.

NESsT is seeking a professional to work in the Budapest office to participate in the management of the NESsT Venture Fund (NVF). The NVF is an innovative model that provides capacity building and financial support to a portfolio of social enterprises – businesses operated by civil society organizations (CSOs) to strengthen their financial sustainability and maximize their social impact. The position will be based in Budapest, Hungary. It is a full-time position, and will report directly to the Enterprise Development Director in Budapest. The main responsibilities include:

Project management

- Oversee and manage program planning, activities, implementation and evaluation of the NVF program,
- Identify, research, contact and develop relationships with potential government, EU, corporate, venture capital and other investor/donor resources to promote financial support of the NVF,
- Participate in and/or lead the process of NVF tools development,
- Participate in research and development of publications,
- Actively participate in the development and maintenance of the Business Advisory Network that will invest financial, intellectual, and social capital in the NVF and its portfolio of social enterprises,

Portfolio development and management

- Identify CSOs with innovative and high-impact social enterprises for the NVF portfolio.
- Adapt and present workshops to CSOs on social enterprise development and related topics.
- Provide one on one consulting support to CSOs in the NVF portfolio on developing and running their social enterprise initiatives including market research and marketing, financial analysis, and business plan development.
- Maintain an updated system of social enterprise performance management, producing regular high-quality reports and communicating with members of NESsT and the donor and investor communities.
- Liaise with existing and potential partners in the nonprofit and public sector.

Qualifications

- Education in business, economics, development studies or related fields; graduate level studies/MBA preferred.
- Minimum 5 years of relevant work experience (small business experience a plus)
- Fluency in English and in one of the following Eastern European languages: Croatian or Serbian strongly preferred, and Czech, Hungarian, Slovak, or Romanian is a plus.
- Experience in market research, financial analysis, and business plan development.
- Experience in project management (experience with social projects a plus).
- Experience in consulting and training strongly preferred.
- Demonstrated knowledge of the social sector in Central Eastern Europe and strong commitment to NESsT's mission.
- Ability to manage multiple tasks simultaneously and capacity to combine attention to detail with a view of the big picture.
- Ability to be flexible, resourceful and innovative in a small, dynamic, nonprofit environment.
- Advanced Excel, Word and PowerPoint skills.
- Experience working in a multicultural, diverse, and very virtual environment.
- Excellent communication skills and the ability to work independently and as a member of a team.
- Willingness and predisposition to travel.

Compensation: Salary in local currency. Competitive nonprofit salary based on experience and salary history.

The position starts at the latest in January 1, 2011.

To apply:

- Review of applications and interviews will begin immediately, however the cutoff date for applications is November 15, 2010.
- Send resume and cover letter in English, including net salary expectations and salary history for the past three years, via email to hungary@nesst.org. **NO PHONE CALLS PLEASE!**
- In the subject of the email, please write "EDM Europe application".
- Only short-listed applicants will be contacted.