

BMW Foundation Herbert Quandt
Job Offer

Event Manager, Full-Time, Berlin

The BMW Foundation Herbert Quandt promotes responsible leadership and inspires leaders worldwide to work towards a peaceful, just, and sustainable future. Through its leadership programs, it inspires leaders across communities, cultures, and countries and connects them through its global Responsible Leaders Network that drives positive change. It uses and promotes impact investing and venture philanthropy as effective tools for social change. Through its activities, the BMW Foundation Herbert Quandt aims to advance the Sustainable Development Goals of the United Nations 2030 Agenda.

We are looking for a full-time event manager to support our event team in our Berlin office.

Your Responsibilities

- You are responsible for the event management of a variety of different event formats and thus make sure to provide the ideal environment to communicate the Foundation's messages and themes.
- You prepare Foundation events in Germany and worldwide and, with a high degree of autonomy, help the project teams implement and realize the events.
- You translate the requirements of the various event formats into the event management, meeting the highest standards of quality and care.
- You are responsible for dealing with service providers, handling offers and billing.
- You build a long-term global network of service providers.
- You supervise organizational and logistical processes.
- You are in close contact with our local cooperation partners, both nationally and internationally.

Profile

- You have completed a university degree or vocational training in event management, hotel or hospitality management or a comparable field.
- You have several years of experience in event management.
- You have an open personality, a confident and professional manner, and excellent communication skills.
- You are service-oriented and enjoy catering to various needs simultaneously.
- You have a network of service providers with whom you have collaborated well in the past (e.g., event technology companies, catering firms, locations).
- You work independently but also like working in a team; you are open-minded and creative.
- You speak and write German and English fluently; additional foreign-language skills would be an advantage.

- You are willing to travel a lot and be highly mobile.
- You are used to working in an international environment and are able to confidently interact with leaders in politics, business, and civil society – our target group.
- You have very good knowledge of standard MS-Office applications; experiences with web-based project management software and databases would be desirable.

What We Offer

- An 18-month full-time contract, with the intention of turning it into a permanent contract at the end of this period.
- A performance-related salary.
- A challenging job with a high degree of autonomy in a globally active foundation.
- A friendly working climate in a highly motivated and dynamic team.

If you enjoy working in an organizational capacity and working with people and if you want to contribute to the overall success of the BMW Foundation Herbert Quandt through your commitment and creativity, we look forward to receiving your application.

Please send your complete application, including your salary expectations and your earliest possible starting date, to Corinna Wübbolt at: hr-bfhq@bmw-foundation.org

For more information about the Foundation and its activities, please visit <http://bmw-foundation.org>