The BMW Foundation Herbert Quandt promotes responsible leadership and inspires leaders worldwide to work towards a peaceful, just, and sustainable future. Through its programs, networks, and investments, it provides leaders with a platform through which they can enhance their personal and professional responsibility and contribute to the achievement of the Sustainable Development Goals of the 2030 Agenda of the United Nations.

We are looking for a full-time employee for our communications team, based at our Munich office, at the earliest possible starting date.

Your tasks – this is what we are looking for
As an all-rounder in our agile, English-speaking team, you support us in communicating the objectives, activities, and impact of the BMW Foundation Herbert Quandt:

- You create convincing content (design and text) for all channels of the Foundation (website, TwentyThirty blog, social media, newsletter, presentations, print media, etc.) by taking into account the different stakeholders.
- You support us in increasing our reach and you develop strategies, campaigns, and evaluation processes for our internationally oriented communications work.
- You consult and support our team in the areas of corporate design and text design/layout.
- You participate in our leadership programs and events both in Germany and abroad and are responsible for the communications activities on site (e.g., video interviews, social media, etc.).
- You work closely with agencies, journalists, designers, and photographers as well as with service providers and other freelancers in Germany and abroad.

Your profile – this is what you will contribute
- You have a university degree in communications, design, journalism, marketing, or another relevant field.
- You preferably worked for an agency or a big company during the last five years.
- Our communications work depends on stories from our Responsible Leaders Network. Multimedia storytelling should therefore be one of your strong suits.
- You are working with Adobe Creative Suite (InDesign, Photoshop, Illustrator) and PowerPoint to give visual expression to your creative ideas.
- You have excellent German and English writing skills.
- You like to work in an agile environment and to advance processes autonomously and in a structured manner.
- You are able to simultaneously manage multiple projects with varying deadlines and priorities without losing your cool.
- You bring tact and intercultural skills to your collaboration with partners, network members, and service providers worldwide.
- Last but not least: You are willing to travel widely and regularly.

**Our offer – this is what you can expect**

- A dynamic, international, and professional team that works towards a peaceful, just, and sustainable future in line with the UN 2030 Agenda
- An appreciative corporate culture, lots of responsibility and variety, and the opportunity for individualized professional and personal development
- Flexible working hours, home office, and 30 days of vacation/year
- A unique workspace in the heart of the city in our Munich office on Prater Island
- The possibility to contribute to meaningful projects
- An adequate, performance-based salary
- First-class onboarding (3 months) in our communications team in our Berlin office
- A fixed-term, full-time employment contract with the option of an unlimited contract at the end of the 24-month contract period

**Are you interested?**

Please send your full application in English (letter of motivation, CV, references) and your portfolio (as link) to Ms. Nadiya Raufi at hr-bfhq@bmw-foundation.org. Please also specify your salary expectations and earliest possible starting date.

For more information about the Foundation and its activities, visit our website at [http://bmw-foundation.org](http://bmw-foundation.org).