

## **Yunus Environment Hub (YEH) is looking for a Proposal Writer (m/f/d)**

We are looking for a part-time (25 hours/week) Proposal Writer (m/f/d) who will play a critical role in supporting our fundraising and partnership efforts by crafting compelling and persuasive proposals to secure funding from a diverse range of donors and clients, including foundations, corporations, and government agencies. This position requires a detail-oriented individual with excellent writing skills, a deep understanding of our social mission, and the ability to translate complex ideas into clear, concise, and engaging narratives. The successful candidate will be employed in Germany and can work remotely or in one of our offices in Berlin or Munich commencing in October 2024.

**Yunus Environment Hub (YEH)** is the global social business network that creates and promotes solutions to the pressing environmental problems of our time. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH's vision is to create a World of Three Zeros: Zero Poverty, Zero Unemployment, and Zero Net Carbon Emissions. To achieve this vision, we support, design, and implement social business solutions that solve environmental problems in a financially self-sustainable way.

We are an international team of passionate experts with backgrounds in engineering, business, social and political sciences, environmental sciences, or economics. We strongly believe that social business is one of the most effective solutions to address the triple planetary crisis. Although our daily work can be challenging at times, we are convinced that every single person has the potential to contribute to redesign our economy. Together, we make the impossible possible.

### **What You Will Be Doing**

#### **Key Responsibilities:**

- **Proposal Development:** Write, edit, and submit high-quality proposals, tenders, grant applications, and concept notes that align with the organization's mission and goals.
- **Research:** Conduct thorough research to identify potential funding opportunities and align proposals with donor priorities and guidelines.
- **Collaboration:** Work closely with program managers, finance team, and other key stakeholders to gather necessary information and ensure proposals are accurate, relevant, and competitive.
- **Proposal Management:** Assist in tracking and managing the proposal process, including maintaining a calendar of deadlines, reporting requirements, and submission statuses.

- **Donor/Client Relations:** Cultivate and maintain relationships with donors, clients, partners, and other stakeholders by providing timely updates, reports, and communication as needed.
- **Content Development:** Contribute to the development of case studies, impact stories, and other content that can be used to enhance proposals and other fundraising materials.
- **Continuous Improvement:** Stay updated on best practices in proposal writing and fundraising in the social business sector, and apply this knowledge to improve the quality and effectiveness of proposals.

## What You Should Bring

### Qualifications:

- **Education:** Bachelor's degree in Communications, English, Social Sciences, Business, or a related field. A Master's degree is a plus.
- **Experience:** Minimum of 3-5 years of experience in proposal writing, grant writing, or a related role, preferably within a social business, non-profit, or development organization.
- **Skills:**
  - Written and oral fluency in both German and English (20 % of proposals are in German, 80 % of proposals are in English), fluency in other languages is a plus.
  - Exceptional writing, editing, and proofreading skills, with a keen eye for detail.
  - Strong research and analytical skills, with the ability to synthesize information and present it clearly.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with proposal submission platforms (e.g. DTVP).
  - Ability to manage multiple deadlines and work under pressure in a fast-paced environment.
- **Knowledge:** Understanding of the social business landscape, including key issues, trends, and funding opportunities.
- **Attributes:**
  - Strong interpersonal and communication skills, with the ability to work collaboratively across teams.
  - Self-motivated, proactive, and able to work independently with minimal supervision.
  - Passionate about social impact and committed to the mission of the organization.

## What We Offer You

- The opportunity to contribute to the success of projects with a strong purpose and direct impact
- A dynamic, international team of passionate professionals from various disciplines
- Immersion in a diverse work environment in the field of environment and social business
- A high level of responsibility and development opportunities from day one
- A combination of home office and productive office environment

- Access to a fully equipped coworking space with regular shared meals and networking opportunities
- 30 + 2 annual leave days

### **Statement on Diversity, Equity and Inclusion**

Yunus Environment Hub is committed to equal employment opportunities for all. We strive to provide a friendly, safe, and welcoming environment for all who work with us, regardless of gender, gender identity, sexual orientation, skin colour, disability, physical appearance, national or ethnic origin, marital status, age or religion (or lack thereof).

### **Apply now and support our vision towards a World of Three Zeros**

We are looking forward to receiving your application including your CV, motivational letter, writing sample, earliest starting date, salary expectation and certificates (if available). Please send your documents by e-mail to [jobs@yunuseh.com](mailto:jobs@yunuseh.com) (if you send documents in paper format, please take note that they will not be sent back). We will accept applications until the position is filled and interviews are conducted on a rolling basis.

If you have any questions, feel free to contact our HR Team at [jobs@yunuseh.com](mailto:jobs@yunuseh.com).