Yunus Environment Hub (YEH) is looking for a Concept Development Associate (d/f/m)

YEH is looking for a highly independent and entrepreneurial **Concept Development Associate (d/f/m)** to develop new program concepts, funding opportunities and strategic initiatives across our work. The role is **25 hours/week**, with the possibility of 32 hours/week until the end of this year.

At the centre of this role is conceptual work: understanding what a potential partner needs, identifying where this connects with Yunus Environment Hub's expertise, researching the context, and independently developing this into a strong program or partnership concept.

We are looking for someone who can take an early idea, an initial partner conversation, a funding opportunity, or sometimes simply a problem statement and turn it into something concrete. This is primarily a desk-based role focused on thinking, researching, writing, structuring and developing new opportunities. The successful candidate will be employed in Germany and can work fully remotely or with us in the co-working space in Berlin or Munich commencing 1st of October.

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

You will work across Yunus Environment Hub's program portfolio to develop new projects and funding opportunities from initial idea through to proposal or concept stage.

Key Responsibilities

1. Concept & Program Development

- Independently develop new program, project and partnership concepts, from broad or early-stage ideas through to well-structured concepts with clear problem statement, target group, objectives, activities, methodology, outputs, outcomes and implementation approach.
- Draw on research into new thematic areas, markets, countries and funding opportunities, and on analysis of partner needs, to identify how Yunus Environment Hub's existing expertise, methodologies and program formats can be adapted or combined.
- Develop initial program structures, workplans, activity plans, partner setups and implementation approaches, working with colleagues on initial budgets to ensure concepts are realistic and implementable.
- Work largely independently, involving program colleagues selectively for specific technical input rather than large working groups.

2. Research & Materials

- Conduct background research and prepare briefing documents and meeting materials for new business discussions.
- Draft concept notes, proposals, expressions of interest, presentations and other materials needed to develop new opportunities.

3. Partner & Meeting Engagement

- Support selected conversations with companies, foundations, public institutions and international organisations where deeper program or concept discussions are required.
- Take structured notes during partner and internal meetings, translating discussions into clear next steps, concepts and follow-up actions.

What We Are Looking For

There is no single traditional background required for this role. We are particularly interested in people who have demonstrated that they can **develop things from scratch**, work independently and make sense of incomplete information.

You may come from entrepreneurship, a start-up, consulting, program development, innovation, sustainability, international development, a foundation, the public sector or another environment that required you to build new ideas and initiatives.

You should bring

- Strong conceptual and structuring skills, the ability to turn a vague brief, scattered research or open-ended conversations into a coherent, well-developed idea or proposal.
- A high degree of independence and ownership. You're comfortable receiving an objective rather than detailed instructions and figuring out yourself how to get there.
- An entrepreneurial mindset with strong problem-solving ability and good judgement about what's essential, what needs more research, and when an idea is ready to move forward.

- Experience developing programs, ventures, projects, products or other concepts from an early stage.
- Excellent research and analytical skills, with the ability to quickly get up to speed on unfamiliar topics.
- Strong writing skills and the ability to communicate ideas clearly, logically and concisely.
- The ability to manage several parallel opportunities and deadlines without losing track of details or follow-ups.
- Confidence engaging external stakeholders when needed, balanced with comfort doing substantial independent work behind the scenes.
- A pragmatic, hands-on attitude, equally willing to take on the intellectually interesting parts of a concept and the less glamorous work of moving it forward.
- A bachelor's degree in Business, International Relations, Environmental Studies, Economics, or a related field.
- Excellent English; German is an advantage.

We would particularly welcome applicants with **entrepreneurial experience**, whether through founding something themselves, working in an early-stage organisation, developing new ventures or programs, or otherwise having operated in an environment where there was no existing blueprint.

Experience in sustainability, circular economy, social business/ entrepreneurship, climate, environmental topics or international development is valuable but not essential. We are more interested in your ability to learn quickly, think independently and develop strong concepts than in a perfectly linear CV.

What We Offer You

- A very flexible set-up, between a fully remote set-up and daily office work at the fully equipped coworking space, everything is possible. Side perk: The coworking space comes with access to an interesting network in the sectors of social impact and innovation.
- Flexible hours – so you can do great work and enjoy life outside of it.
- The opportunity to directly contribute to the success of projects with a strong purpose and direct impact as well as the success of the organization
- A friendly, international and value-oriented team of passionate professionals from various disciplines with a great team dynamic, flat hierarchies and lots of openness for your ideas and initiatives.
- 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.
- 30 annual leave days (based on a five-day working week; prorated for part-time schedules) + 2 fixed company holiday days
- Salary range depending on experience EUR 2.500-2.800 (monthly gross)

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, earliest starting date, and certificates (if available). Please send your documents by e-mail to jobs@yunuseh.com (if you send documents in paper format, please take note that they will not be sent back). We accept applications until 31 August 2026 23:59 CEST. Applications handed in after this deadline will not be reviewed.

If you have any questions, feel free to contact Arno, our Operations Manager at jobs@yunuseh.com.