



We are recruiting a

Membership & Business Development Officer

Are you motivated to play an active part in Europe's clean energy transition? smartEn is recruiting a Membership & Business Development Officer to strengthen its membership base and diversify its revenue streams.

We are the European business association integrating the consumer-driven solutions for the clean energy transition – creating opportunities for every home, car and business to support a more variable energy system. Our 70 members are offering innovative solutions to transform consumers from passive to active energy players and contribute to the cost-effective decarbonisation.

You will be part of a young, dynamic international team in the EU area in Brussels. Your core tasks will involve membership care and business development, in strong cooperation with our Executive Director and the smartEn team.

Main responsibilities

- Identify and approach prospect members in order to help smartEn reach its membership target
- Provide business intelligence by researching business models and identifying relevant companies for future smartEn membership
- Contribute to the definition of sponsorship packages for publications and events (organised by smartEn and/or with partners)
- In cooperation with our accountant, support the management of membership administration (e.g. updating the membership database, overseeing invoicing procedures, keeping track of pending payments and resignations)

Desired skills and experience

- A university degree (Master's or equivalent) in communication, business management, marketing, economics or related field
- A general understanding of the energy sector
- An entrepreneurial spirit, strong organisational, networking and communication skills
- Analytical, curious, pragmatic and flexible attitude
- Fluency in written and spoken English required, other European languages are an asset
- Interest in playing an active part in the clean energy transition
- European citizenship/EU working permit

What we offer

- A meaningful job in a dynamic and innovative organisation
- A motivated and cooperative team, interaction with an engaged membership
- Possibility to travel for fairs and conferences and meet innovative companies supporting decarbonisation
- Room for creativity and initiative
- A full-time contract with a competitive salary

Application Information

If you are inspired by the position, please apply with a **CV and motivation letter including your salary expectations** to michael.villa@smarten.eu. Please quote "Application Membership & Business Development Officer" as a subject when submitting your application. The deadline for applications is on 25 February 2022 COB.

We regret that we will only be able to reply to candidates who have been short-listed for interviews. We thank you for your understanding.