



— **Membership Manager**
Invest Europe

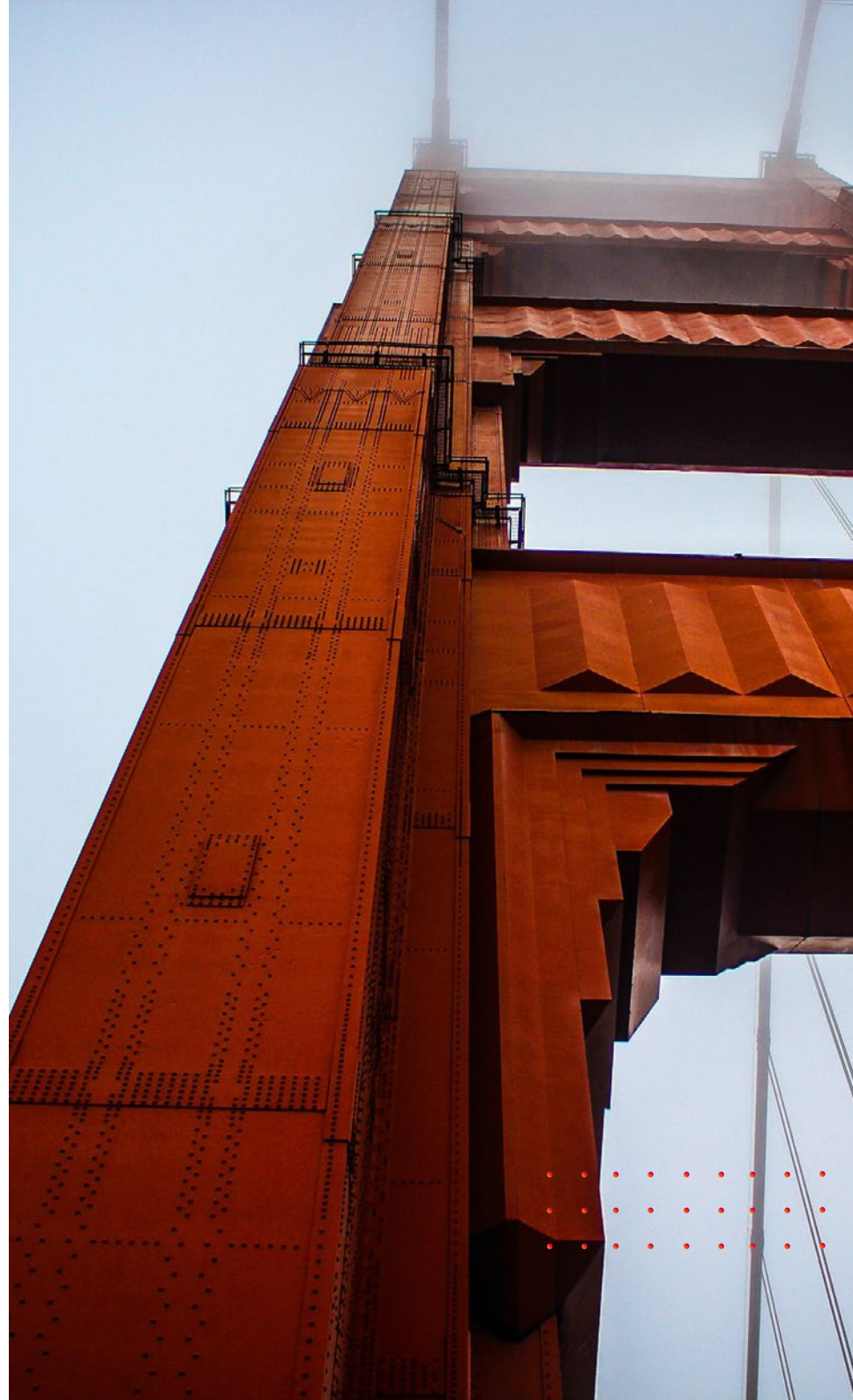


INVEST
EUROPE



Dober Partners
Executive Search
& Consultancy

- 03** About Invest Europe
- 04** What You'll Do
- 05** Recruitment Process





Job Title:

- Membership Manager

Term:

- Permanent

Location:

- Invest Europe, Avenue Louise 81, B-1050 Brussels, Belgium

Reporting to:

- Membership, Events and Training Director

Invest Europe is the association representing Europe's private equity, venture capital and infrastructure sectors, as well as their investors.

Invest Europe's members take a long-term approach to investing in privately held companies, from start-ups to established firms. They inject not only capital but dynamism, innovation and expertise. This commitment helps deliver strong and sustainable growth, resulting in healthy returns for Europe's leading pension funds and insurers, to the benefit of the millions of European citizens who depend on them.

Invest Europe aims to make a constructive contribution to policy affecting private capital investment in Europe. We provide information to the public on our members' role in the economy. Our research provides the most authoritative source of data on trends and developments in our industry.

Invest Europe is the guardian of the industry's professional standards, demanding accountability, good governance and transparency from our members.

Invest Europe is a non-profit organisation with 30 employees in Brussels, Belgium.

For more information please visit www.investeurope.eu

As Membership Manager, you are responsible for member, engagement and retention and supporting member recruitment. You will improve the recruitment and onboarding processes of new members, and the continuous engagement of existing members, ensuring "value of membership" for member firms. Working closely with the Senior Membership Manager, you will participate in member recruitment efforts. Given the cross-team nature of the position, you will report to the Membership, Events and Training Director.

Responsibilities

- Member on-boarding: Ensure follow-up with key new member contacts, introduction to services and relevant Invest Europe teams, engagement of additional member contacts and expansion of services within member firms.
- Member Engagement & Retention: Ensure member "value". Regularly engage with member firms to increase their use of Invest Europe membership and the range of services available. Identify low engagement member firms and work on increasing use of member services, based on firm profile.
- Work with relevant Invest Europe teams to connect services to members and provide member feedback.
- Collaborate in the identification of new member needs and opportunities to create new member service.
- Support member recruitment work with Senior Membership Manager, including identification of target new members, screening of membership requests, review of membership benefits and follow through on full recruitment process.

Essential skills/experience:

- Professional with at least 5 years' experience in customer service-related role. Ideally some knowledge of financial services sectors or comparable membership organisation.
- Customer service and basic sales experience.
- Analytical skills, including ability to segment in member database, identify member engagement patterns and monitor results.
- Experience using CRM and other digital engagement tools.
- Excellent communication skills both oral and written in English.
- Organised, efficient team player with ability to work with all internal teams and services.
- Autonomous, able to manage personal workflow, schedule, and deadlines.
- Strong organization abilities including ability to prioritize and manage multiple projects.
- Positive team spirit, highly collaborative and a self-starter.

- Strong interpersonal skills with the ability to understand the business and communication process.

Reasons to Join Invest Europe:

- You will hold a key position in the world's largest association of private capital, which allows space for ideas and autonomy.
- Invest Europe offers a permanent contract with an attractive salary along with very favorable extra-legal advantages.



Recruitment Process



Dober Partners has been retained to draw up a shortlist of prospective candidates against the criteria set out in this document and using their discretion and expertise to recruit a new Membership Manager, together with the Membership, Events and Training Director.

For further information please contact:

Natalia Kurop

M: +32 488 945 579

→ natalia@doberpartners.com

www.doberpartners.com



Dober Partners
Executive Search
& Consultancy