



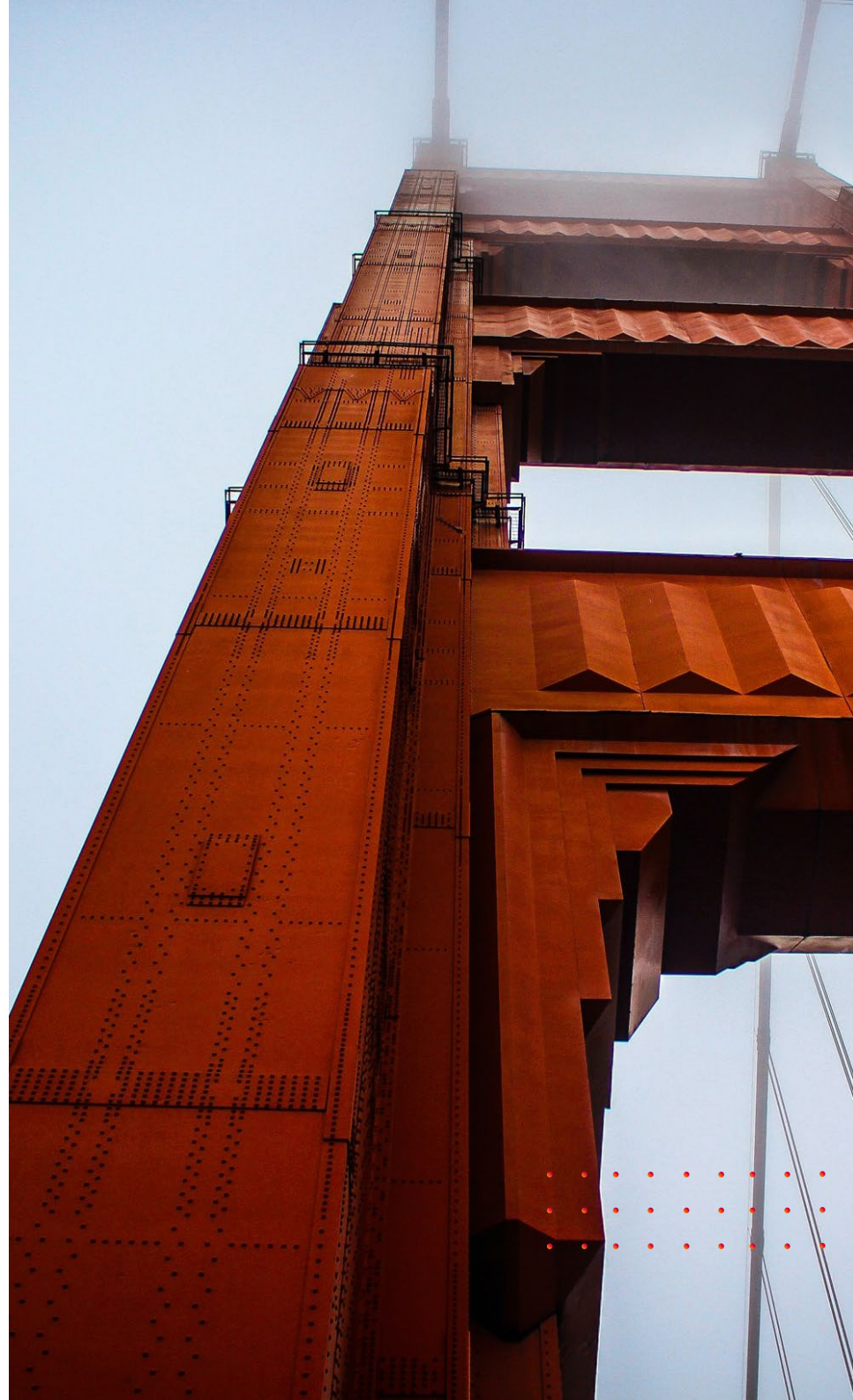
— **Public Affairs Officer**
Invest Europe

INVEST
EUROPE



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Job Title:

- Public Affairs Officer

Term:

- Permanent

Location:

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

Reporting to:

- Public Affairs Director

The aim of the Invest Europe Public Affairs work is to increase the understanding of private equity while improving the regulatory and public policy environment for the industry.

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

Invest Europe represents 650 member firms from the private equity, venture capital and infrastructure community. The industry is in the process of transforming its approach to communications and Invest Europe is at the centre of driving this change. We require a multi-talented manager with an ambition to deliver a real impact through compelling content that is directed to the right channels to reach and engage the right audiences – with a focus on our members and internal stakeholders.

Invest Europe 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. They provide information to the public on our members' role in the economy. Their 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 27 employees in Brussels, Belgium.

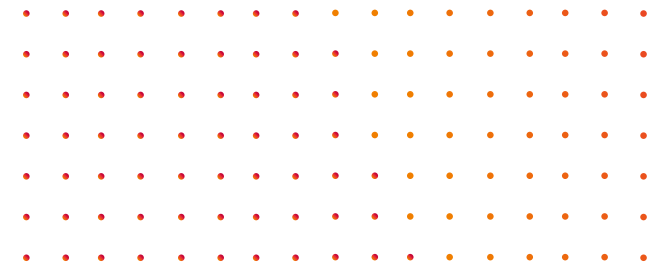
For more information please visit www.investeurope.eu

As Public Affairs Officer you will work with the Public Affairs Director and other members of the Public Affairs Team to deliver Invest Europe's priorities on EU and international regulatory issues impacting on the private equity industry.

This role will offer the successful candidate an excellent opportunity to build detailed knowledge of the private equity and venture capital industry and be a compelling voice representing the interests of the sector towards political and regulatory stakeholders. This job requires a high degree of flexibility and resourcefulness as well as an interest in working on a diverse range of topics. There is also be the opportunity to work in close collaboration with colleagues in Invest Europe's communications and research teams, offering further insight into the private equity industry.

Responsibilities

- Building a thorough understanding of the key legislative files relevant to the private equity industry;
- Monitoring regulatory developments and analysing policy papers to identify the key issue for private equity and suggesting actions that the industry might take;
- Drafting material for lobbying and influencing (such as position papers, consultation responses or letters containing industry's positions);
- Setting up and participating in meetings with stakeholders to convey our key messages;
- Ensuring that members are kept informed of key developments in relevant policy areas through various means such as emails, conference calls and in meetings;
- The successful candidate might take lead responsibility on certain policy files, working with Invest Europe members via their Working Groups and Committees to develop Invest Europe's position and then advocating directly to deliver them (for example with the European Commission, MEPs and their assistants, and member state attachés);
- Building a suitable network of contacts (both policymakers and industry) to ensure receipt of latest information and political developments;
- Building relationships and networks with members and stakeholders;
- Identifying key actors to influence at European institutions, and other policymakers;
- Managing working groups and seeking out member feedback on particular files/questions in a timely and concise manner;
- Helping to design and execute political advocacy campaigns including securing meetings with relevant policy makers, attending and participating in relevant conferences and events, keeping in close contact with relevant associations and collaborating with them where suitable;
- Working with the Invest Europe communications and research teams to ensure consistency in all public messaging.





Essential skills/experience:

- A relevant academic qualification, ideally a Masters degree or equivalent, in a suitable field such as law, economics, political science or similar.
- Experience in public affairs/advocacy/financial services of minimum 2 years, obtained in either a trade association, consultancy firm, in-house or similar; experience working within a European institution, regulator or public authority would also be beneficial.
- Understanding of the EU legislative process and the role of the EU institutions including political dynamics within the institutions.
- Knowledge of the financial regulatory framework and experience of monitoring financial services.
- Effective communication skills with ability to distil the essence of complex topics and explain concisely and clearly the impact of proposals and present industry arguments.
- Analytical skills to identify important areas of relevance for the industry.
- Ability to deal with multiple files and to work to multiple deadlines simultaneously.
- Attention to detail to analyse potential consequences of new proposals while being able to draft suitable amendments, which can be taken up by policymakers.
- Good writing and presentation skills; the candidate must be fluent in written and oral English (which is the working language of Invest Europe).

The successful candidate will receive:

- Competitive remuneration package
- Opportunity to work in a multicultural, international environment
- Opportunity for travel to various locations
- Exposure to participants in a vibrant and dynamic industry giving great opportunity for learning and personal development



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 Public Affairs Officer, together with the Public Affairs Director and leadership team.

For further information please contact:

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