

Associate – Projects

Job Description

www.ennovent.com

Ennovent is seeking a detail-oriented Associate to support business development and implementation of the organization's client projects.

Organisation Profile

Ennovent is a venture catalyst that takes innovative businesses to unexplored low-income markets in developing countries. We offer customised venture projects to entrepreneurs, corporates, funders and NGOs that provide access to startup expertise, local capacity, diverse funding and global networks. Through fair partnerships, we share the risks and rewards of optimising sustainable impact and profits in low-income markets. Since 2008, Ennovent has catalysed over 235 ventures in 35 countries through 65 projects.

As an evolving for-profit enterprise Ennovent's core strength is our team – a talented and self-motivated group of professionals with strong backgrounds in fields such as investment management, international development, business operations, entrepreneurship and the environment.

Ennovent's organisational culture is dynamic and entrepreneurial; we are highly responsive to new ideas and initiatives that could advance our organisational aspirations, while also fostering a positive impact on low-income markets in developing countries. We promote innovation, business ethics and professionalism in all our operations.

For further details about Ennovent: www.ennovent.com

Job Profile

Title	Associate – Projects
Job Objective	Support business development and implementation of India projects
Position Type	Full-time, home based
Compensation	A competitive fixed and variable compensation package commensurate with experience and the organisation's compensation structure
Location	Anywhere in India
Reporting Relationship	Manager – Projects

Position Description

Specific responsibilities related to this role include, but are not limited to:

Business Development

- Provide overarching support for the execution of sales and client-related activities, primarily defined by research, lead identification, proposal development, and analysis.
- Perform research to inform strategic and tactical decisions related to business development and sales.
- Maintain and track industry trends and knowledge on topics related to Ennovent's business.
- Contribute to relationship management for key stakeholders.
- Support the creation of effective marketing and communications plans and activities to promote Ennovent's units.

Project Implementation

- Support effective execution of client contracts as per budgets and timelines to exceed client expectations, through activities such as research, field work, and report writing.
- Cultivate high-yield relationships with partners and other key stakeholders to ensure quality contract delivery.

Qualifications

We are seeking a detail-oriented junior professional with a passion for working in dynamic environments with substantial learning opportunities. The successful candidate will have the following attributes:

- An undergraduate degree in business, social sciences, development, entrepreneurship, or a relevant field.
- 2-4 years of relevant full-time (non-internship) experience in a professional setting; exposure to startups, entrepreneurship preferred.
- Experience with Microsoft Office, including PowerPoint and Excel, and Google Suites.
- Strong verbal and written communication skills.
- Proven problem-solving skills and a clear desire to learn.
- A proven ability to meet stated targets and work with deadlines.
- A diligent, detail-oriented and in-depth approach to work and delivering results.
- An entrepreneurial mindset and the ability to work with independence, ambiguity and flexibility to ensure targets and outcomes are reached.

Compensation

Ennovent offers a salary package in line with a structured compensation plan combined of both fixed and variable components. This will be a full-time home-based role in India on an employee contract. The Associate may be required to perform infrequent travel in India.

To Apply

Please apply with detailed resume and cover letter expressing your interest in this position and relevant past experiences to **Suman Biswas** at career@ennovent.com