



# Venture Philanthropy – Support Officer Intern

Six Months Starting September 2022, Brussels

Fluency in French is mandatory

Are you looking for a challenging internship in the social impact sphere? Would you like to be part of a highly professional, mission-driven team in a true start-up spirit? Telos Impact, a Brussels & Paris-based advisory firm in Philanthropy and Impact Investing, is looking for a self-driven team player, passionate about driving social impact, able to deliver management support to a fast-growing team.

## OBJECTIVE OF THE INTERNSHIP

Your mission will be to support the team in delivering its mission of growing the field of Philanthropy in Belgium in strategic areas of impact such as environment, poverty reduction, education, inclusion and democracy.

## WHAT YOU WILL DO

As an intern you will be a full member of our team, right from the start. The exact role will depend on our needs at the time of your internship and your preferences. It will be discussed during the interview process. A few examples of possible responsibilities:

- Help developing our knowledge management system, our CRM, our various tools and methodologies for assessing the actual impact of our clients' sets of activities and projects,
- Collect data and map the landscape of non-profit/social enterprises, and identify priority areas for Telos Impact,
- Develop training materials for foundations on topics such as Strategy, Project Screening and Monitoring, Capacity-building, ...

## WHAT WE OFFER

- Impact! A real contribution to the development of a mission-driven company and of the market for philanthropy at a crucial stage of its development
- Learning! On-the-job coaching when needed by a team of cutting-edge professionals with solid experience in business (incl. leading consultancies and Private Banks) and public / social impact sectors
- Fun! A dynamic and innovative working environment, driven by a caring team
- Rewards! A competitive compensation and coverage of some expenses
- Flexibility! We will try to maximize the relevance of your internship for you

## WHAT WE ARE LOOKING FOR

- Bachelor's degree in communication, Office Manager or similar
- Process-minded, drive for improvement of internal processes, dynamic and positive minded
- Excellent knowledge of MS Office
- Interest in Social Impact
- Native French speaker, fluent in Dutch and/or English

## APPLICATION DETAILS

Please fill in this form: <https://airtable.com/shrQwt9U8iOQ5Wvii> before July 15th, 2022, and we'll get in touch with you. More information? Check our website: [www.telosimpact.com](http://www.telosimpact.com).