

## Solar Impulse Foundation



### ***Partners and Corporate Relations Assistant / Coordinator***

**Entity:** The Solar Impulse Foundation  
**Department:** Partners and Corporate Team  
**Start Date:** As soon as possible  
**Location:** Lausanne, Switzerland  
**Position :** Full time 100%  
**Seniority Level:** Entry to mid level

**Application deadline:** 30 September 2020

#### **ABOUT THE POSITION**

We are looking for a dynamic, motivated and well organized collaborator to join the Partners and Corporate Relations Team who shares a passion for sustainability and how clean technologies can make a positive impact on climate change.

This role is highly focused on project coordination and business development / Commercial requiring continuous and on-going interaction with existing and potential stakeholders.

#### **THE CONTEXT WITHIN THE ACTIVITIES OF THE SOLAR IMPULSE FOUNDATION**

The Solar Impulse Foundation (SIF) is selecting 1000 Solutions that can protect the environment in a profitable way, and bringing them to decision makers to encourage more ambitious environmental targets and energy policies. SIF federates the actors in the field of clean technologies and shed light on existing efficient Solutions to fast-track their implementation. The Solar Impulse Foundation (SIF) is supported by 16 corporate partners.

## MISSION AND RESPONSIBILITIES

Your overall mission will consist in supporting the Partners & Corporates team in various aspects :

### I. Partners Activities

- Support Partners along the process of solution submission to the portfolio
- Coordinate partners activation i.e. events, campaigns, content production and distribution, etc.
- Support Partners in match-making / e-pitching events
- Liaise with communications team to enhance partner visibility (press, social media, featured itw)
- Collaborate with teams to ensure product specifications are executed on-time and as agreed
- Ensure timely and regular Partner reporting and administrative management
- Produce and distribute monthly newsletters to Partners

### II. Attracting Solutions to be part of the 1000 Solutions Portfolio

- Innovation and technology scouting in specific thematic areas
- Identifying possible Solutions to be labelled and contacting relevant stakeholders to learn about their solutions

### III. Business Development Activities

- Participate in the business development strategy: Solutions deal flow and securing new Partners
- Capacity to innovate in presenting the Foundation, its vision, mission, and value proposition
- Become a subject matter expert on sustainability and technology and remain up-to-date on industry news

## THE IDEAL PROFILE

You are ...

- **Driven**, like to put your motivation into action and see concrete results
- **Passionate** about sustainability, business and the world of start-ups and innovation.
- **Well organized** and **detailed** and committed to **delivering** within agreed upon deadlines
- **Team player**, but capable of working **independently**

You have ...

- **Outstanding** verbal and **written communication skills** (written and spoken English mandatory and French significant advantage)
- **Experience and proficiency** in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and are overall a quick learner when it comes to new tools, software and interfaces.

Experience

- A Master's degree in sustainability, entrepreneurship, innovation management and/or business administration)
- Previous work experience and a specialization in the environment and sustainability is a plus

## **APPLICATION PROCESS**

If this opportunity interests you, and you meet all the above requirements, please send an email to : [job@solarimpulse.com](mailto:job@solarimpulse.com) with subject : “**Partner Relations \_ Assistant / Coordinator**”

With the inclusion of the following:

- Your CV (maximum 2 pages) + Your motivation letter
- A link to a short video in English (30-40sec) explaining why you are suitable for the role
- A link to a news/article about a sustainable business or solution you consider interesting
- A short presentation (slide) explaining what the Solar Impulse Foundation is about i.e. vision, mission, and value proposition

## **IMPORTANT TO NOTE**

- Incomplete applications will not be considered
- Applicants must be a Swiss or EU citizen, or have a valid Swiss work permit
- As we receive a tremendous amount of applications, please consider your application as closed within 3 weeks of submission.