



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

Our 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 25 employees in Brussels, Belgium.

For its Head office situated in Brussels, we are looking for a (m/f):

E-Learning Manager

Your role :

As E-learning Manager, you are passionate about training & E-learning. You will support the Marketing & communications team by developing an E-Learning programme for the Members of Invest Europe. You will work closely with the **Membership, Events & Training Director and the** Training Manager to ensure coherence in course selections, and coordination with classroom classes in terms of content, target audiences and marketing.

Your main duties consist of:

- Identify key courses for development both as stand-alone courses and with a blended learning strategy with existing classroom courses
- Oversee development, edit and review of content with external providers, relevant Invest Europe teams and involved committee members.

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- Manage the presentation of content with coordination for visual elements, screencasts, voice-overs and final preparation for LMS
- Coordinate delivery and service with selected LMS
- Coordinate marketing and communications for e-learning courses
- Monitor performance and results of all programmes

Your profile:

- 3-5 years' experience working in development and management of training programmes, including e-learning
- Knowledge of e-learning principles, tools and management
- Project management skills, including management of service providers
- Excellent communication skills with ability to work with all teams, committee members and external consultants
- 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

Why apply ?

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

Interested ?

Send us your **CV and letter of application** directly to benedicte@becomm.biz.

Your application will be dealt with in the strictest confidence and in compliance with the protection of privacy act.