



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):

Membership & Relationship Manager

Your role :

As Membership & Relationship Manager, you are in charge of member engagement and retention. You will improve the recruitment and onboarding processes of new members, and the continuous engagement of existing members.

In addition, you will contribute in the preparation of preparing conference programmes and engaging speakers.

You will work closely with the Membership Team & the Event Team. Given the cross-team nature of the position, you will report to the Membership, Events and Training Director.

Your main duties consist of:

- Member on-boarding: Ensure follow-up with key new member contacts, introduction to services and relevant contacts, engagement of additional member contacts and expansion of services within member firm
- Member Retention: Identify low engagement member firms and work on increasing use of member services, based on firm profile.
- Work with relevant Invest Europe teams to connect services to members and provide member feedback
- Support member recruitment work with Senior Membership Manager
- Support communication and follow up for conference speaker engagement
- Coordinate updates to Task Forces for conferences
- Provide follow up support for event programme planning and administration

Your profile:

- Professional with 3-5 years' experience in customer service-related role. Ideally some knowledge of financial services sectors or comparable membership organisation
- Analytical skills, including ability to segment in member database, identify member engagement patterns and monitor results
- Experience using CRM and other digital engagement tools.
- Excellent communication skills both oral and written in English
- Organised, efficient team player with ability to work with all internal teams and services
- 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.