

Job Opportunity: Working Student – Support for Acquisition Manager

- Company: WINS Global Consult GmbH
- Location: Hybrid work in Berlin
- Position Type: Part-time (Working Student)
- Start date: 01.02.2025

About Us

At WINS Global Consult GmbH, we specialize in advancing development cooperation by working closely with international donors and government agencies. Our mission is to serve our clients and partners worldwide through tailored consultancy services, sound technical expertise and adaptive project management.

As part of our dynamic team, you'll have the opportunity to work on high-impact projects, collaborate with stakeholders, and gain hands-on experience in a professional and purposeful environment.

Your role

We are looking for an enthusiastic and detail-oriented **Working Student** to support our **Acquisition Manager** in identifying, developing, and managing partnerships with donors and government agencies.

If you're interested in development cooperation and want to gain practical experience in donor engagement, proposal development, and project management, we'd love to hear from you!

What You'll Do

Research & Analysis

- Conduct research to identify potential opportunities and partners in the development cooperation space.
- Analyze market trends and donor requirements to inform strategic decision-making.

Support in Acquisition Processes

- Assist in preparing presentations, proposals, and reports for donors and government agencies.
- Organize and maintain acquisition-related documentation, including contracts and project plans.

Data Management

- Manage and update the CRM system with leads, prospects, and ongoing acquisition activities.
- Track and report on key performance indicators (KPIs) for acquisition initiatives.

Administrative & Communication Support

- Coordinate meetings, calls, and follow-ups with potential clients or partners.
- Draft emails, correspondence, and outreach materials to engage donors and stakeholders.

What We're Looking For

We're seeking a motivated student currently enrolled in one of the following fields (or related areas):

- Development Studies
- Public Policy or Public Administration
- International Relations
- Economics
- Political Science
- Business Administration (Personal Interest in the Development Sector)
- Environmental or Sustainability Studies.

What You'll Bring

- Familiarity with international donor frameworks (e.g., EU, GIZ, USAID, UN agencies).
- Interest in grant writing, proposal development, or donor relations.
- Basic understanding of project cycle management and monitoring & evaluation frameworks.
- Ability to work effectively in multi-stakeholder environments, balancing diverse priorities.

- Proficiency in Microsoft Office tools (Word, Excel, PowerPoint).
- Strong organizational skills, attention to detail, and a proactive attitude.
- Excellent communication skills in English (German is a plus).

What We Offer

- Flexible work hours to accommodate your studies.
- Hands-on experience in development cooperation and donor engagement.
- Mentorship from seasoned professionals in the field.
- A collaborative and mission-driven work environment.
- Opportunities to contribute to impactful projects shaping global development.

Ready to Apply?

Send your CV and a brief cover letter explaining your interest in the role to bewerbung@wins-consult.de. Applications will be reviewed on a rolling basis, so apply early!

Join us in driving impact and making a difference in development cooperation!