

Position Description

Head of Relations

Besides our wonderful active members, oikos Copenhagen has one big asset: its partners, collaborators and supporters at the university, in the industry and (local) politics. Our six projects, but also the course of the organisation as a whole, are largely dependent on our interaction with partners. There may be interesting overlappings, learnings or collaborations possible with the partners that various projects attract. As the Head of Relations, you work with the Relations members of the different projects to attract and maintain partners, while overseeing the general partnerships that the organisation has.

Responsibilities

- Keeping an overview of the partners involved in oikos projects
- Keeping an overview of the partners involved with oikos in general
- Coordination of the different partners across projects
- Knowledge sharing from board to Relations team and vice versa
- Knowledge sharing across projects between the Relations members
- Exploration of and application to new funding opportunities, in collaboration with Finance

Activities

- Updating the Contacts database (together with the Relations members)
- Planning, preparing and facilitating the Relations meetings
- Supporting the Relations members in their projects
- Finding possibilities for funding and writing applications, in collaboration with Finance
- *Optional: organising general events with external partners*

Qualifications

- Clear communication to internal members and external partners
- Ability to collaborate with different working and communication styles
- Structured way of working
- Openness to establishing new contacts; enthusiasm for maintaining existing ones
- Critical reflection on the kind of partners oikos attracts and the reasons for doing so
- Ability to situate oikos Copenhagen and its partners within the wider sustainability scene in Copenhagen