

## Wanted: Business Operations Specialist (w/m/d - fulltime)

We are growing and have ambitious plans for the future. Do you want to support us on our thrilling journey towards more effective impact finance? Are you eager to work in an agile and dynamic impact enterprise? If so, we are looking for you to join our enthusiastic and multicultural team! We are based in Frankfurt, Germany, with hubs in Berlin and Cape Town, South Africa, but are open to exploring remote work options worldwide.

### Roots of Impact - Effective. Impact. Finance.

Roots of Impact is a manager of catalytic capital. As a pioneer in Impact-Linked Finance, we believe in aligning capital with incentives to drive change for people and the planet. Our mission is to empower entrepreneurs to achieve impact at scale by managing innovative funds, providing quality advisory and education, and building the field for Impact-Linked Finance.

### Your opportunity:

You don't have to be an impact finance wizard to fill out this role. We are seeking an analytical and automation-savvy professional to join our Finance & Business Operations team as a Business Operations Specialist. As a young company, we offer a great deal of creative freedom to implement projects and establish standards. Our new team member will join us in optimizing our internal operations for the next growth step of our company and bring relevant experience and/or an outstanding commitment to help us scale our business and impact. You will fill an exciting role that includes the following responsibilities:

- Work closely with management to establish and implement KPIs and collect insightful data.
- Collaborate with other teams to understand their needs and set up, optimize, and standardize internal processes.
- Drive our digitalization by establishing tools and automations for data-collection, knowledge management and efficiency gains.
- Conduct data analysis to identify trends, patterns and insights.
- Stay up to date with trends and emerging technologies in business operations.
- In your role, you will have the chance to gain insights into all areas of responsibilities of the Finance & Business Operations team as well as lead and support Finance, HR, IT and Governance related projects.

### Could this be you?

What you should bring:

- Passion for creating positive impact and for becoming an integral part of our vision and team.
- A Bachelor's degree (Master's degree preferred) in a related field (e.g., Business Administration, Economics etc.)
- At least 3 years of relevant practical experience, preferably in a scale-up or start-up environment.
- Strategic thinking as well as a problem-solving attitude that allow you to combine and translate this into concrete action items to ensure further impact and business growth.
- A structured and independent working style and the ability to manage different projects in parallel.



- Strong analytical skills and the will to solve complex problems while focussing on what is important.
- Proficiency in Excel, and data visualization tools (e.g., Tableau, PowerBI) to drive data-informed decision making.
- Feeling comfortable in a diverse cultural working environment, and the ability to quickly build trust and collaborative relationships with your emotional intelligence and love for supporting others.
- Fluency in English. German is a plus.

## What we offer:

- A great, multicultural, and diverse team
- Remote work
- Support in home office workstation set-up
- Flexible working hours
- Personal development opportunities
- Regular team events
- Gym membership support
- Buddy program to ensure the best onboarding experience.
- For employees based in Germany: Kita Support (Zuschuss Kinderbetreuungskosten)

## How to apply:

If you are interested in seizing this opportunity, we look forward to receiving [your CV](#) and [cover letter](#) at [talent@roots-of-impact.org](mailto:talent@roots-of-impact.org). Please indicate in the subject line "Application: Business Analyst". In the cover letter (max. 1 page), please address the following questions:

1. What attracts you to Roots of Impact's work?
2. How do you think you can add value to Roots of Impact?
3. What are your salary expectations (specify if full- or part-time position)?
4. What is your proposed place of residence?
5. What is your earliest preferred starting date?

More about Roots of Impact: <https://www.roots-of-impact.org>

## Data storage:

By applying for this position, you give us consent to add and store your data in our talent pool. We reserve the right to use this data for potential future recruitment purposes. If you would like to have this data removed, please contact us via [talent@roots-of-impact.org](mailto:talent@roots-of-impact.org).

## DEI note:

Roots of Impact is an equal-opportunity employer. We deeply believe in equality and diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and disability. We welcome applications from individuals of all backgrounds and abilities and are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

