



For a transformation that leaves no one behind.

**Position:** **Project Manager Communications and Outreach (m/w/d)**  
**Location:** Hamburg, Germany **OR** Vienna, Austria  
**Hours:** **Full time (100%)** – One year contract with option to extend  
**Application Deadline:** 31 May 2026  
**Starting Date:** As soon as possible

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The international foundations platform Foundations-20 (F20) is a growing network of around 80 foundations from 26 countries that is committed to implementing the UN Sustainable Development Goals and the Paris Climate Agreement. F20 is explicitly aimed at the countries of the G20. The platform was launched in Hamburg in 2017 and aims to identify solutions for a transformation towards sustainable development and to act as a bridge between civil society, business, financial institutions and politics. The F20 Secretariat is in Hamburg with part of the team working remotely from Vienna, Austria. In close cooperation with the partner foundations in the various countries, F20 organizes events with more than 1,000 participants online and offline, runs its own magazine, and publishes a regular newsletter. The working language is largely English.

#### **Job Description:**

As a **Project Manager Communications and Outreach (m/f/d)**, you plan and coordinate the external communication of the F20 platform, develop digital communication strategies and support the various outreach activities within the organisation's work programme. Your tasks enhance F20's work in multilateral processes in the areas of climate action, renewable energies, sustainable finance etc. Our goal is to accelerate climate action in the G20 countries and support the implementation of the UN Sustainable Development Goals (SDGs). With the strategic use of our communication channels, we can better implement our advocacy work and also anchor the issues more firmly among foundations and philanthropists.

We are a motivated, professional team that works closely together, supports each other and values a good work-life balance. We understand that success is only possible as a team.

#### **Your Tasks:**

##### **Communication:**

- Create, plan, implement and monitor an overall annual communications and social media strategy to raise awareness of F20 and its advocacy activities among existing and potential stakeholders and partners worldwide and ensure consistency of general messaging
- Manage all external communication platforms, including the F20 website and the F20 social media accounts (primarily LinkedIn), in close collaboration with the F20 team and, where necessary, with external consultants
- Manage external consultants and experts for communication, digital support, authoring publications, etc. (as required)



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- Support in the planning, implementation and follow-up of the annual F20 main event in the respective G20 presidential country (“Climate Solutions Forum”), especially with regard to communication before, during and after the event

#### **Outreach:**

- Hold editorial responsibility for F20 publications that are written internally or externally (e.g. F20 annual reports, F20 newsletter, “Climate Solutions Magazine”, research and policy papers)
- Write occasional press releases, public statements and other texts, in close collaboration with management
- Support the F20 team in various tasks, such as topical research, providing briefings and talking points, contributing to funding applications and other fundraising activities
- Organise and implement regular outreach activities, such as members calls, networking receptions/dinners at larger multilateral events, calls to action etc. including personal participation as feasible
- Any other tasks as appropriate and appointed by the Secretary General.

#### **Your Profile:**

- You are passionate about the topics of sustainability, climate action and SDGs and have a basic understanding of the foundation and philanthropy sectors
- You understand the strategic importance of external communication for advocacy in multilateral and political processes (government/international, G20, UNFCCC)
- You have thorough knowledge and experience in using social media channels in outreach and communication
- You have made first experiences in international networking and collaboration in a multicultural environment
- You have a degree in communications, languages, international relations, economics, political sciences, social or environmental sciences or similar fields
- You have excellent oral and written communication skills in English; basic German skills are an asset
- You can work independently and as a part of a decentralized international team
- You are willing to occasionally take part in meetings that may take place early or late due to the time differences
- You are able to travel on occasion

#### **Our Offer:**

- You work in a purpose-driven environment and on topics that are of the highest social importance
- You have a varied range of tasks with the opportunity to make a positive impact globally



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- You have freedom to explore your creative side, develop your own plans and strategies with little oversight as part of an independently working team
- You can expand your network internationally and build new connections
- You have the opportunity to travel internationally occasionally as part of your work
- You will work in a dynamic and family-friendly working environment, based in Hamburg or Vienna, with flexible working time models and the possibility to work from your home office

Would you like to become part of our team? Then send us your application (with a short CV and a 1-minute application video in English) stating your earliest possible starting date by email by **May 31, 2026** to:

**Raissa Joplo**  
**Project Support Officer**  
**[raissa.joplo@foundations-20.org](mailto:raissa.joplo@foundations-20.org)**