

Job Description: EXECUTIVE PROJECT MANAGER (m/w/d)

Company Type: Start-up

Department: General Management

Reports to: CEO Katja Nettesheim

We are currently looking for an Executive Project Manager to the Founder & CEO who will build up Culcha, a new company within the _MEDIATE group of companies / activities.

The job is of extremely high visibility, since it consists of extending the CEO's capacity with respect to a vast array of diversified activities: From building the right structures for the new company (OKRs, HR strategy and execution, leadership), to devise solid processes, to hire personnel and to prepare or even execute B2B sales.

This means interacting with the founders of Culcha, as well as with investors and senior leaders on the clients' side. Due to the high diversity of the tasks, the role requires an empathetic all-rounder who is willing to get his/her hands dirty.

WHERE YOUR EXPERTISE IS NEEDED

- Supporting all strategic and operational topics for the CEO by maintaining clear focus and being very results-oriented. You'll master every challenge in a very dynamic start-up environment and take relevant action to ensure our joint goals are met.
- You are needed to extend the reach of the CEO, more than to just prepare, prioritize or to make recommendations. This would not be enough.
- On strategic assignments, you will proactively deliver your input, researching various topics and preparing materials as well as papers and other communication materials (investor decks, sales decks, board material).
- You will shadow the CEO in all her activities and contributing to vision, strategy, prioritization & performance (with OKRs), recruiting, funding (incl. business planning), as well as. in this quarter, devise a system for content production.

WHAT WE'RE LOOKING FOR

- You have acquired a Master's degree in Business, Economics, Finance or equivalent. You have a minimum of 2 years' experience in a seminal function of a professional start-up, or as a project manager or business developer in a fast-growing environment.
- You have proven your high-quality problem solving and project management skills in a previous role and have experience in the early stages of a company. You convince with your outstanding analytical skills and strategic approach combined with a very flexible, growth mindset and willingness to shape ideas, projects and companies.
- You are a self-starter, being able to produce relevant results with limited guidance, but nonetheless a positive team player. You pride yourself in getting stuff done
- You have experience and interest in Finance and HR topics (functional), as well as in the business education / transformation industries. You have a thorough understanding of the levers of start-up success.
- You have excellent communication and negotiation skills in German and in English (company language), as well as a proven track of managing senior stakeholders.

PERKS AT WORK

- A workplace run on trust, empowerment and feedback; positive, inspiring working atmosphere
- Competitive salary, centrally located offices, great IT equipment, flexible working times, free beverages and fruits
- Mentoring and personal development is not only an opportunity but expected. Work with an international team
- If expectations are met, option to take on more responsibility, e.g. as Head of Production (with equity participation)

ABOUT CULCHA

Our mission is to re-build executives' superpowers so that they can bring about sustainable success for their companies, even in times of constant change.

We **do this by**

- employing state-of-the-art technology in an app, informed by the latest findings from neuroscience and instructional design
- adding personalized goal setting and nudges, as well as first-class actionable content, sourced from 12 years of experience with company transformations
- returning all insights from the data gathered during use, to the users' benefit, in order to exponentially grow the efficacy of Culcha

This all leads to Culcha, a coherent mobile program including apps, messages and tools, to truly effectuate a change in leadership behavior.

We are a high purpose, a high performance & a highly professional environment – and looking for you to shape it with us.