



Thought For Food™ Foundation Operations Assistant

Contract

Contracted | Part-time (80 %) | 3 months starting January | mid-level

Who We Are

Thought For Food™ is a global organization dedicated to engaging and empowering the next generation to feed 9+ billion people by 2050. We help build new talent, develop impactful innovations and startups and raise the reputation of the food and agriculture industry as a whole.

Over the past 6 years, we have built the world's leading next-generation innovation platform for food security, and have successfully worked with 12,000+ young people from 160 countries, catalyzed the creation of thousands of new ideas and helped launch over 40 startups. To exponentially scale our reach and impact, we are now building the TFF Academy, a revolutionary digital and in-person professional accelerator program and talent hub designed to empower young, early-stage food and ag innovators and entrepreneurs in all parts of the world and connect them to beneficial opportunities.

The Thought For Food™ Foundation is a 501(c)(3) non-profit Foundation.

Work With Us

We are seeking a **Operations Assistant** to work closely with the CEO and Communications & Project Manager, as well as the extended TFF team and partners to ensure successful development and execution of key activities related to TFF's strategy.

You are a natural at organizing and structuring, and find joy in all sort of operational tasks. You are a very structured, easy-to-work-with, polite and friendly person who actively thinks and acts in a way that finds solutions. With your hands-on mentality, you immediately spot where support is needed and know how to best approach situations. You're at home in the fast-paced startup world, but also understand the needs and perspectives of the established players. You feel confident with working in English or are a native speaker. Most importantly, you care deeply about the future of our planet.

You will be in direct contact with our CEO and Communications & Project Manager, and pick up all operational tasks around them to create a clutter-free and well-managed digital workspace. This position will be a critical component for the growth and success of TFF, allowing us to scale impact, reach, and program diversity.

We are looking for a person based in Berlin to be in day-to-day interaction with the Communications & Project Manager. The position is fairly flexible, with options to work remotely and occasional travel within Europe. As Operations Assistant you will directly report to the CEO.

Essential Duties and Responsibilities

- Support the team in the day-to-day operational business.
- You administer the CEO's calendar, plan meetings and calls, and proactively follow-up on emails, potential opportunities, requests, and more.
- Pick up on all other operational tasks, which might hinder the CEO's focus on other activities.
- You administer our weekly calls, check-ins and team meetings.
- Along with the Communications & Project Manager, you serve as key POC to external suppliers, provide inputs and feedback requested to ensure programs stays on track and support our growth and overall program development.
- You support the Communications & Project Manager in managing the development process of the digital TFF Academy and TFF Talent Hub.
- You support the team by managing processes related to business development and finance, and carry out other business / reporting needs.
- You support the team in creating the annual business plan and help execute our business development strategy on a day-to-day basis.

Goals

- You create (head)space, especially for the CEO, which allows them to fully concentrate on Sales, Strategy and and Business Development.
- Create a clutter-free, distraction-free and well-managed digital workspace.
- Ensure that each team member can work as efficiently as possible by taking on any operational tasks which could distract them from their work.
- Your work contributes to reaching our targets, fostering partnerships, and staying on track of our mission.

Additional Perks

At TFF, we reward hustle and want to incentivize you to help us reach our audacious goals through additional perks you can earn for outstanding accomplishments that go above and beyond the goals outlined above.

Key Requirements

- You have previously assisted and worked closely with a CEO or Founder.
- You are structured, organized and have a hands-on mentality.
- You love to work in the field of operations.
- You are fluent in English (verbal and written).
- You are tech savvy – comfortable using digital collaboration tools such as Slack, Google products, Zoom, and more.
- You are detail-oriented, with a dedication to high-quality outputs.
- You are an independent self-starter, who is comfortable working remotely, and have understanding of when and how to over-communicate to ensure team members deliver excellent execution.
- You are resourceful, and able to come up with novel solutions to overcome the uncanny-ness, unexpected, and last-minute situations and obstacles.
- You are able to work well under pressure.
- You have a good sense of humor, are open minded to new ideas, and have enthusiasm for the organization.
- You are interested food, technology, science, art, and agriculture.
- You are looking for a job that fits your purpose, and bring passion to your work.
- You are flexible and available.

Personal Leadership Qualities

Some of the leadership behaviors that are particularly important and expected within the TFF team and for this role include:

- **Fire in the belly:** Demonstrate passion for what we are doing. Move at light speed to own our market. This is not a 9 to 5 job – we are living and breathing the impact we are trying to achieve in real time.
- **Grit:** Stamina to stick it out regardless of how hard things get. Perseverance to do what it takes to achieve our short-and long-term goals.
- **Proactivity:** Suggest new ideas and roll up your sleeves to take action that maximizes impact and adds value.
- **Solutions-focus:** Use foresight to pre-empt and manage potential issues. If problems do happen, be open about them and find ways to solve them and turn them into opportunities.
- **Hustle:** Develop ambitious strategies. Align priorities and objectives with the bigger picture.
- **Trust:** Gain commitment of individuals and stakeholders (internal and external) in a compelling way.
- **Innovation:** Create an environment that supports creativity and sparks innovation.
- **Focus:** Do all it takes to meet the expectations and requirements of internal and external customers.
- **Manage for performance:** Skillfully plan, organize and monitor performance to create value and achieve excellence in delivery.
- **Develop self and team:** Find opportunities for learning, development and growth.

We look forward to receiving your CV and supporting documents at jana@thoughtforfood.org, and wish you a joyous and heartwarming holiday season.