MENAR Fellowship Job Description

Central Objective of Position: Prepare company profiles for MENA entrepreneurs through comprehensive case studies, used by top business leaders to evaluate candidates for selection as Endeavor Entrepreneurs. Work to continue detecting new Endeavor Entrepreneur candidates for the MENA portfolio, seeking to find the most relevant to Endeavor's mission and criteria. Share best practices with other offices and provide a point of contact with Endeavor's Global office in NY.

Key Activities:
- Perform screening of candidates in the media, databases and other sources identified in the process
- Help improve the design and monitoring of entrepreneur Search and Selection
- Assist in the management of Prospects and Pipeline by Salesforce
- Maintain continuous contact with Endeavor Global on the process for sharing best practices
- Manage the nomination of candidates and assigning account managers
- Accompanying the account managers to meetings with potential ISP candidates
- Write the profiles for LSP and ISP candidates, which involves explaining the business model and growth plans of entrepreneurs
- Coordinate with Endeavor Global all matters relating to international selection panel (ISP) in the company of the Manager
- Ensure that the selection process adds value to entrepreneurs, whether they are selected or not
- Maintain records of all meetings and processes in Salesforce and other management tools
- Support area in the development of proposals and applications to Endeavor Global services
- Conduct induction process for the new MENAR Fellow

Specifically:
- Help improve the design of the selection process and review it quarterly to identify opportunities for improvement
- Identify new sources for entrepreneur candidate nominations
- Collaborate in the design nomination campaigns between the Endeavor network
- Manage the nomination of candidates and assigning account managers perform
- Maintain continuous contact with Endeavor Global on the process for sharing best practices

Location: Endeavor offices in the MENA region (TBD)

Required Skills & Experience:
- B.A. in Economics / International Relations
- Business analysis and excellence in storytelling and writing
- Working proficiency in Arabic (English is native)
- Management skills