

The Max Planck Foundation (“MPF”) is a private, independent non-profit organisation of supporters of the [Max Planck Society](#), Germany’s most successful research organization. With 30 Nobel Laureates among the ranks of its scientists, it is on equal footing with the best and most prestigious research institutions worldwide. Since its foundation in 2006, MPF has been supporting excellent fundamental research at many of the 86 Max Planck Institutes worldwide.

MPF’s endowment management team dedicates its efforts to generate investment returns with the goal of supporting the Max Planck Society. For this purpose, we have adopted the endowment investment model as pioneered by Yale’s David Swensen. This means taking a long-term view, pursuing equity-oriented, illiquid investments, and running a diversified portfolio. MPF partners with leading fund managers across equities, absolute return, private credit, private equity and real assets. Environmental, social and governance matters constitute a key part of our investment process.

We are looking for an **Investment Assistant** (f/m/x) to join our Munich-based team. Based on your experience, you will support the investment team in administrative, analytical, and reporting tasks. This new role will be an important interface between the investment and finance team with an emphasis on day-to-day support of investment and portfolio matters, as well as creating presentations, managing schedules, and bearing executive assistant responsibilities.

Profile

- Strong education credentials
- Reporting, controlling, administrative, or similar experience
- Interest in traditional and alternative investments
- Excellent oral and written English and German language skills
- Robust Microsoft Office skills

Capabilities

- Passionate about using your interpersonal and analytical skill set in an investment assistant role
- Curious and structured thinker
- Open-minded, empathetic, and low-ego mentality
- Entrepreneurial and hands-on attitude
- Proactive work and communication style
- Able to prioritise a wide range of tasks and self-manage efficiently
- Sense of humour

Our Offer

- Learn investment and portfolio controlling at a foundation investing on the behalf of a globally leading research institution that advances fundamental science in areas such as healthcare, climate change and social justice
- Work in and support a small, friendly and results-oriented team
- Cosy office location in a busy Munich city neighbourhood next to a ground transportation hub with the option to partly work from home
- Build institutional controlling, reporting, finance, administrative, and portfolio management capabilities
- Competitive, market-based compensation package and 30 vacation days

We look forward to receiving your application documents including your earliest possible start date: bewerber@maxplanckfoundation.org