

Join Our Traineeship Program

The Traineeship Program at REVOLVE is an exciting opportunity for higher education students to gain professional experience and valuable skills to jump-start their careers. REVOLVE offers full immersion in the Departments of our respective offices in Brussels and Barcelona. Once accepted to the Program, REVOLVE provides clear tasks, assignments, and deadlines that are followed by a mentor within the Department. Trainees are encouraged to give video statements at the end of their time at REVOLVE describing the valuable experience of what they learned. REVOLVE also provides Recommendation Letters upon demand and invites all Trainees to join the [REVOLVE Alumni Group](#).

REVOLVE accepts trainee candidates who are passionate about sustainability, motivated to enhance their skills, and excited about learning.

Your Traineeship:

We are looking for a Business Development & Proposal Writing Trainee to join our GROWTH Team at REVOLVE. This role offers a unique opportunity to gain hands-on experience in business development, bid writing, and proposal coordination, working closely with our partners and project team. The trainee will support the team in identifying clients, preparing proposals for European and international projects, and contributing to the overall development strategy of REVOLVE.

Your Tasks:

- **Business Development & Corporate Engagement:**
 - Research prospective corporate clients and their sustainability initiatives, preparing briefs for the Head of Growth before meetings.
 - Assist in engaging with corporate clients for meetings, follow-ups, and potential collaboration on communication services.

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- Actively support the sale of ad space in REVOLVE magazine, identifying potential advertisers and managing outreach.
 - Assist in preparing sales presentations, concept notes, and marketing materials tailored to corporate clients.
 - Set up and coordinate meetings with potential corporate clients, helping develop and refine sales pitches.
- **Research & Opportunity Mapping:**
 - Identify relevant corporate funding and sponsorship opportunities in sustainability and communications.
 - Monitor procurement calls and private-sector opportunities, maintaining an organised database for tracking potential leads.
- **Proposal Development & Writing:**
 - Support in researching and drafting corporate sales pitches, sponsorship proposals, and tailored service offers.
 - Assist in writing clear, structured, and persuasive proposals aligned with corporate client needs.
 - Help develop pricing strategies and cost structures for agency services and advertising sales.
- **Process & Strategy Support:**
 - Contribute to tracking the GROWTH Team's performance, maintaining records of leads, meetings, and conversion rates.
 - Support reporting on business development efforts, evaluating outcomes and refining strategies for future pitches.

What You Will Learn:

- Corporate business pitching skills, including how to present communication services effectively to potential clients.
- Prepare compelling presentations and tailor messaging for different corporate stakeholders.
- How to build long-term partnerships with corporate clients, advertisers, and sponsors.
- Business development strategies, including corporate engagement, sales tactics, and stakeholder relationship management.
- How to navigate corporate procurement processes, sponsorship opportunities, and sustainability-driven partnerships.
- How to sell communication services and advertising space in REVOLVE magazine to corporate clients.
- Proposal writing and bid development for corporate collaborations and funding opportunities.
- Project budgeting and cost structuring for business proposals and advertising sales.
- Practical experience in an international communication agency, working on business development, sales, and sustainability-driven partnerships.
- The role of strategic communications in corporate sustainability, branding, and stakeholder engagement.
- To navigate EU procurement and funding mechanisms and international grant opportunities.
- To develop proposals and bids for high-impact sustainability projects.

Your qualifications:

- Strong writing and analytical skills – ability to craft compelling narratives.
- Interest in business development, proposal writing, and sustainability topics.
- Organised and detail-oriented, with an ability to manage multiple deadlines.
- Proficiency in Microsoft Office Suite. Experience with HubSpot is a plus.
- Fluency in English (native or equivalent); additional languages are an asset.
- Degree in communications, business, international relations, or related fields.

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REVOLVE

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Ideal Candidates:

Pro-active personality. Take the initiative. Ask questions. Get the job done. Never miss a deadline. Result-oriented. Growth mindset. Opportunity-seeker. Open to diversity and discussion. Team player. Believer in a better world.

And now?! What happens next:

- Send you CV and cover letter: careers@revolve.media
- Email Subject line: Traineeship Program – REVOLVE
- Send a portfolio/selection of some of your best work (if available).

About REVOLVE

REVOLVE is a communication group fostering cultures of sustainability. We produce a quarterly magazine and provide a palette of communication services and products to our partners, ranging from branding and digital marketing to graphic design and content development, video production, social media strategy and management, and media relations. We strive to increase campaign outreach and improve the impact of projects that are geared towards contributing to a more sustainable world.

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