

GreenTec Capital is growing... and hiring!



Job title	<i>Head of Operations (m/f)</i>
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Job Description

GreenTec Capital GmbH is growing and has just recently launched its non-profit arm, the “GreenTec Capital Africa Foundation.” The Foundation’s focus is to build up and engage with the African ecosystem for startups and entrepreneurs. The candidate will be expected to run the Foundation’s business operations as well as achieving several targets, such as the identification and implementation of valuable partnerships, positioning the entity within the ecosystem, as well as, outreach efforts to Development organizations and potential donors.

The non-profit entity has high growth ambitions and we are looking for someone who will be able to hit the ground running, has a very proactive work ethic, and namely someone who is interested in Africa and the African start-up market in general.

Duties and responsibilities

- Becoming a key member of the executive team - contributing to the development of a broad Foundation strategy, developing Foundation policies, and implementing the Foundation’s strategic plan.
- Manage and implement budget for all operations
- Manage day-to-day interactions and expectations of projects with various stakeholders both internal and external.
- Organize a “stakeholder” event IN Africa, which will bring the ecosystem together and brings value to startups, entrepreneurs, as well as Development organizations and donors
- Implement Project Management best practice processes and templates to ensure cross-team alignment and timely and informative communication to internal and external stakeholders.
- Overseeing all operations and partnership activities to ensure the successful achievement of the Foundation’s target goals in line with the overall strategy and mission
- Ability to proactively communicate with team members across different offices, time zones, and cultures.
- Represent the entity in front of all kind of stakeholders, especially government and Development agency representatives

Qualifications & Experience

- Experience working in the European/African development context
- +5 years’ experience in a senior business development or operations position in a fast-paced, international environment, small company environment, working with cross-functional and cross-border teams.
- Demonstrated track record of success supporting projects with various budgets.
- Ability to work independently and aggressively track to project timelines
- Excellent documentation skills, attention to detail, and great reporting capacity
- Ability to communicate well with internal and external stakeholders
- Team player and great collaborator
- Strong problem-solving skills
- Microsoft Office skills (Excel, PowerPoint and Word) are essential.

GreenTec Capital GmbH
Carl-von Noorden Platz 5, 3OG
60596 Frankfurt am Main, Hessen
Germany

- Excellent network across Non-profit organizations and governments in Africa

Working conditions

- The position will require a high amount of travelling
- Competitive salary
- The position will be based in Frankfurt, Germany.
- You will report directly to Managing Partners of GreenTec Capital GmbH.

About GreenTec Capital Partners

GreenTec Capital Partners is a long-term investor that joins forces with start-ups from the proof-of-concept stage onwards. Hereby we target start-ups with a sustainable business model to create accessible investment opportunities with economic, social and/or environmental impact in Africa. Our team of experts joins the operational team of each start-up and focuses on improving the respective operational activities to foster the chance of a sustainable success.

We fund and/or facilitate access to adequate funding opportunities that are fitting each start-up's individual stage of evolution (development / expansion / growth). Instead of straining their cash positions, we favor "work for equity" deals to build up a dynamic portfolio and create economic value for our partners.

www.greentec-capital.com/#careers

How to apply?

Please send us your Cover letter and CV to jobs@greentec-capital.com



GREENTEC CAPITAL is committed to employment equality and therefore welcomes applications from men and women regardless race or ethnicity, age, nationality, religion, disability, sexual orientation or philosophy of life.