

About Villgro Philippines

Villgro Philippines is a gender-smart incubator and investor. We inspire, fund, mentor, and nurture early-stage enterprises that are building innovative solutions to address the world's most pressing social and environmental issues. We partner with like-minded foundations, companies, and governments to launch initiatives that connect those working on the same problem and help them scale up. We believe in deep collaborations to build a robust, inclusive ecosystem in the Philippines and Southeast Asia.

Our team is made up of thinkers, doers, feminists, and gender equality champions. The Villgro team is close-knit - we are deeply committed to the entrepreneurs we support. The work that we do is to inspire and nurture enterprises and help them scale their models - this does mean it will be challenging at times. We are looking for individuals who are passionate, open-minded, and energetic to take on the challenges of building an inclusive impact ecosystem. You need to be the type of person who sees the bigger picture and who loves working for a greater purpose. We believe you are, and we see you as a vital resource within our ecosystem.

Villgro Philippines is looking to hire a Program Manager with 5+ years of experience to execute our impact strategy, manage the day-to-day operations of our entrepreneur support programs and build a community of social innovators. We are looking to fill multiple roles to lead different programs focused on addressing poverty, gender, and climate issues.

Program Manager

The Program Manager is a key role in designing and launching the organization's vision to help create successful, impactful, enterprises and build an inclusive ecosystem. As we work towards creating a level playing field for all entrepreneurs, we are looking for a manager that is passionate about this work and has the unique skills to bring these programs to life. The Program Manager will be responsible for co-designing initiatives and managing grants that will fund an initiative/cohort of ventures that have the potential to create a lasting impact on the most intractable problems in the world. The Program Manager will be tasked to find exceptional entrepreneurs and partners tackling the world's toughest problems, then help design and deliver incubation support that helps scale their impact and lead the team to success (while having a lot of fun!)

The Program Manager is responsible for the success and impact of each program they are assigned to. This includes:

- End-to-end project management and delivery of assigned programs. Working closely with the CEO and proactively engaging in projects to drive superior delivery of the programs you are assigned to.
- Become a recognizable face and knowledgeable resource for the programs you are assigned.
- Oversee all program operations including budgeting, recruitment, diligence and selection of ventures, coordination and cultivation of a strong investor, mentor, and partner pool, facilitation of learning events in-person and online
- Report back to our donor partners and maintain a positive and mutually beneficial relationship
- Manage and maintain back-end systems that track program outcomes and relationships
- Lead, develop, and manage team members assigned to your programs who will assist in: outreach, recruitment, and selection; cohort liaising; community engagement; logistics and operations
- Work closely with the CEO to continue the growth of Villgro's work with new, exciting ideas, content contributions through blogs, podcasts, network outreach and team development
- Contribute proactively to building an inclusive and equal workplace, and help set up and improve processes and systems to improve the efficiency of our young team
- Contribute specifically to creating a fun and open environment for the entire team and planning a few pranks at the office to keep everyone energized

Specific Responsibilities:

- You will be assigned to lead programs in one of our key verticals supporting innovators and stakeholders in climate action or gender equality
- You will be in charge of supporting companies in our portfolio to oversee progress in the program, mentorship, and investment readiness.
- As a small team, we wear multiple hats and you should expect to support colleagues on specific activities when someone needs support or has an emergency.

Qualifications

Candidates interested in this role should have a deep motivation to contribute to our mission of solving the toughest problems of poverty, gender equality, and climate change through the power of entrepreneurs. We are looking for someone with:

- At least 5 years of experience in a business role; management trainee, enterprise development, or program management/delivery experience advantageous.
- Bachelor's degree in business administration/management, development studies, social sciences, or any related field
- An understanding of social entrepreneurship and social innovation in the Philippines and Southeast Asia
- Open to learning new concepts, frameworks, and methodologies, especially related to social impact and impact investing
- Good project management skills and ability to handle multiple complex projects at once
- Effective oral and written communication skills and fluency in English and Filipino. Proficiency in local languages such as Cebuano, Ilocano, Waray, Kapampangan, Chavacano, etc a plus.
- Adept in Google Suite, Microsoft Office, and virtual conferencing tools
- Graphic design skills and proficiency in Adobe Creative Suite and Canva highly desirable
- Purpose-driven independent worker and team player

Location and Schedule

You will work out of our designated offices in Makati City, Metro Manila. Our team is on remote work until COVID-19 impact is minimal. The Villgro team has flexible work schedules, you pick your own work timings, and work remotely as needed, but typically the team tries to match our schedules at least a few days a week to organize meetings, etc.

Justice, Equity, Diversity,, and Inclusion

At Villgro Philippines, justice, equity, diversity, diversity, and inclusion (JEDI) are at the core of our work. We are intentional about ensuring that we welcome diverse perspectives and encourage ideas to be shared freely. Villgro Philippines is committed to JEDI, offering a respectful workplace free from discrimination and harassment. We do not make assessments on the basis of sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, marital status, citizen status, or any other protected classification. Our mission is to help build an inclusive and equitable ecosystem for entrepreneurship. We believe we will do that better if our team members come from different backgrounds and we create an environment of inclusion and diversity, a safe space to be yourself. The more inclusive we are, the better our work will be. Creating a culture of JEDI isn't just the right thing to do, it's the smart thing.



Compensation: Competitive salary, commensurate with experience

How to Apply

Interested applicants may send their resume, portfolio, and cover letter to hello@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_ProgramManager**. We encourage applicants to be creative with their attachments - share with us who you are through a video, Tiktok, blog, or anything that will help us get to know you better.