

## 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.

## Venture Associate

The Venture Associate is proactively engaged in the implementation of Villgro's intensive programs. Your job will be to find exceptional entrepreneurs and partners tackling the world's toughest problems, then help design and deliver incubation support that help scale their impact and lead the team to success (while having a lot of fun!)

The Venture Associate is responsible for the success and impact of enterprises supported by Villgro's incubation and investment programs. This includes:

- Support outreach and recruitment of all ventures in pipeline building efforts for the organization's programs and work proactively on scouting and selection of ventures: search, review of applications, interviews, due diligence, etc.
- Actively recruit investors, mentors and partners to participate in the program activities
- Report back to our partners and maintain a positive and mutually beneficial relationship
- Manage and maintain back-end systems that track program outcomes and relationships, including the Artha Platform for Impact Pioneers Network
- Actively and consciously contribute to other programs and strategic actions to create impact in the ecosystem
- Assist Head of Venture Support and Partnerships in reviewing company data rooms, financial projections and participate in company pitches for pipeline building, including detailed notes preparation
- Draft decks, diligence reports, and newsletters for the Impact Pioneers Network
- Maintenance of procedures and internal documentation and assume responsibility of operational tools and repositories, as required
- Build deep relationships with top angel networks, venture capital partners, and leading ecosystem enablers
- Assist in managing incubation support for portfolio companies - develop strategies, assess strategic partnership opportunities, and other projects as necessary
- Lead research and analysis of ecosystem trends, gaps, and needs and contribute to creation of knowledge products on impact investment in the Philippines

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 1 year of experience in enterprise development and/or program management or delivery. Fresh grads are welcome to apply.
- Bachelor's degree in business administration/management, development studies, social sciences, or any related field
- Basic understanding of financial management and modeling
- Deep understanding of social entrepreneurship and social innovation in the Philippines and Southeast Asia and open to learning new concepts, frameworks, and methodologies.
- 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, 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](mailto:hello@villgrophilippines.org) with the subject line **LastName\_FirstName\_VillgroPH\_VentureAssociate**. 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.