



JOB VACANCY
Nahdet El Mahrousa
Incubator of Early Stage Innovative Social Enterprises
Title: Social Startups Support Manager

About the Incubator of Innovative Social Enterprises:

NM's incubation process provides a mixture of training, mentorship, access to resources, and a supportive network of likeminded social entrepreneurs. The incubation process guides social entrepreneurs through their different **phases of development**; ideation, piloting and go-to-market. Tailored to each entrepreneurial team, it aims to provide the most relevant and up-to-date services. With access to the large and extended **NM network**, social entrepreneurs are provided with direct connections to technical experts, consultants, mentors, and potential investors/funders. NM's **operating infrastructure** offers shared co-working space, equipment, and infrastructure. NM also endeavors to connect entrepreneurs with specific financial and non-financial resources, helping them to increase and scale their impact.

<u>Position Title:</u>	Social Startups Support Manager
<u>Position Location:</u>	17 Qasr El Nil, Downtown
<u>Position Duration:</u>	One year contract (renewable upon performance appraisal)
<u>Reports to:</u>	Incubator Manager;
<u>Job Opening Date:</u>	January 2017
<u>Job Closing Date:</u>	Position open until filled
<u>Target Start Date:</u>	Immediately



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Overall Job Description:

The Social Startups Support Manager will work closely with his/her assigned startups during their incubation journey to ensure a smooth and rewarding incubation experience. Theoretically, s/he will act like a startup “co-founder,” and will be expected to think and perform like an entrepreneur, actively seeking and obtaining opportunities to help their startups grow. S/he will act as a focal point and main liaison between the incubated startups, NM support services and opportunities presented in the entrepreneurship community at large.

The ideal candidate should demonstrate a keen interest and understanding of start-ups journey and social entrepreneurship, and be able to take on the challenge and initiative of guiding an early-stage idea throughout the process of incubation until it is a fully-fledged social startup. S/he will also need to demonstrate excellent communication, negotiation and partnership-building skills, as S/he will be liaising with major stakeholders for their assigned startups

Tasks and Responsibilities:

The duties of the Social Startup Support Manager include, but are not limited to:

1. Account Management:

- Acting as a focal point and main liaison between the startups and the different services at NM incubator, be it **legal and finance**, or **external service providers** (trainers & mentors, law firms, etc.),
- Working with the startups on setting **implementation plans/work plans**, and following up on their execution;
- Assisting with the preparation and signing of incubation contracts;
- Following up on all activities organized by the startups, document progress, achievements and challenges;
- Sharing startups highlights and success stories with NM communications team;
- Sourcing relevant growth opportunities for startups;
- Maintaining up-to-date database with all the startups documents: incubation contracts, work plans, progress reports, financial documents, business plans, etc.;
- Reporting on the startups monthly updates and needs to Incubator Manager;

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NGO Registered with the Ministry of Social Solidarity, Registration # 5435 in 2003

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- Supporting the startups in partners' management, if needed (revising MoUs, attending meetings, etc.);
- Liaising between the capacity building coordinator and startups to facilitate the **capacity building** process (organizing, attending and following up trainings and mentorship sessions);
- Supporting the implementation of two incubation rounds per year.

2. Community Building:

- The Social Startups Support Manager has a thematic focus/sector (example: education, arts & crafts, green technology, etc.) and is expected to attend sector-related events, build a pool of experts in the field and provide the startups with relevant opportunities, contacts and resources;
- Assisting in organizing community building initiatives and maintaining platforms for collaboration between the incubated startups (online and offline);
- Networking and attending relevant entrepreneurship session/events by community partners that are relevant to NM and/or the Startups.

Reporting: The Social Startups Support Manager reports directly to the Incubator Manager.

Travel Requirements: Some travel to governorates is required.

Qualifications:

The ideal candidate is a dynamic, socially savvy individual, who networks with ease and enjoys connecting like-minded people. Ideally, the candidate would also have:

- An excellent understanding of the start-up and social entrepreneurship, innovation, sustainability management, or related fields in Egypt, with about 2-3 years professional experience.
- Relevant university degree. A master's degree in a relevant field is an asset.
- Excellent oral and written communication skills with the ability to write and speak persuasively; in both Arabic and English
- Highly organized and able to meet tight deadlines;
- Excellent command of MS Office and social media platforms
- Ability to multi-task and handle several projects simultaneously

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- Excellent communication, negotiation and partnership building skills;
- Ability to work with multi-stakeholders and partners.
- Good team player

Application Process:

If you think you are a self-motivated individual, who also believes in the mission and vision of NM, with the above mentioned skills and qualifications, please send us your **updated CV and cover letter** outlining why you are right for the job at **Jobs@nahdetelmahrousa.org**

Only applications mentioning the position title **(Social Startups Support Manager - Incubator Program)** in the subject field of the e-mail will be considered.

NM is an equal opportunity employer.

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