

## **General Manager - Seedcamp**



Seedcamp is a micro-seed fund started by some of Europe's top entrepreneurs and investors to help develop the next generation of world-beating start ups by giving them access to experienced mentors, investors, and seed capital. Since 2007, we have handled over 2,500 applications, hosted more than 25 events across the globe where we have mentored 540 plus teams and made 22 investments. Our Seedcamp portfolio and alumni have attracted follow-on investments by from the likes of Union Square Ventures, Redpoint, Index Ventures, TAG and Eden Ventures.

Core to our investment process are the events through which we meet and assess the start-ups. Therefore, this position includes event management, public and media relations, and sponsorship arrangements. We are looking for a self-starting new colleague who is passionate about discovering and supporting young start ups and wants to help taking Seedcamp to the next level.

### **You are:**

- Passionate about disruptive start ups, entrepreneurship, and internet technology
- Experienced in setting up and managing successful events
- An excellent multi-tasker who can work both independently and with a team
- Personable and enthusiastic, a generally great communicator
- Plugged into the biz-tech scene with media relationships with bloggers and journalists

### **Required skills:**

- Proven experience as a self-starter and ability to hit the ground running
- Online communities & tools, blogging, Twitter, etc. Some web design experience is a plus.
- Excellent communications skills in all matters – language, grammar, and content.
- Online marketing and/or brand sponsorship experience gained in an agency or company.

### **The Responsibilities include three major areas:**

#### *EVENTS:*

- Managing and coordinating Mini Seedcamps and Seedcamp Week programme
- Managing and maintaining events resources, administrating event coordination
- Getting the word out about our Seedcamp events and blogging live and in follow-up

#### *PR:*

- Single point of contact for global PR and day to day to handling of all PR queries
- Manage PR for mini Seedcamps with local PR Agency where needed
- Update & maintain content on our website, blog, and other outlets
- Devise and advise on PR initiatives and strategies

#### *SPONSORSHIPS:*

- Devise, follow up and negotiate new sponsorship contracts and possibilities
- Update our sponsors on the progress and impact of campaigns
- Maintain a close relationship with external partners that are crucial to our operations.

### **Application Details:**

- To apply, send a cover letter and CV to philipp@seedcamp.com, telling us about yourself, where you're at in life, and why the position is just right for you
- Include links to Twitter, blogs and other social media you are actively engaged in
- Be specific about your impact in previous jobs to let us understand your personality and style
- Present some ideas of how you think Seedcamp could improve certain aspects of PR, sponsorship, and event management. Let us know why you are the person to do this.