

Startup Bangladesh Limited

Bangladesh Computer Council

Information and Communication Technology Division

Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212

www.startupbangladesh.vc | info@startupbangladeshvc.gov.bd

JOB OPPORTUNITY

Position: Investment Manager

Report to: Head of Portfolio Investment

Principal Job Role/Accountabilities

- Screen and evaluate entrepreneurs' pitch decks based on set guidelines, conduct interviews with entrepreneurs
- Manage deal flow across the company's venture capital portfolio
- Identify and source investment recipients amongst startups
- Conduct market research on investment sectors and themes
- Manage due diligence; identify key investment merits and considerations through qualitative and quantitative analysis, meetings with fund managers, strategy review, reference checks and on-site visits, etc.
- Work with counsel to negotiate investment terms and coordinate the closing and post-closing process
- Support construction and evaluation of fund portfolios
- Thought leadership on investment and industry trends
- Mentor and manage team members
- Review quarterly reports and related materials
- Develops and controls timelines, including regularly re-assessing risks, throughout the project life.
- Revises project plans on an ongoing basis to maintain alignment with other projects and the business strategy
- Document compliance with investment guidelines
- Monitor investment forward pipeline and allocation planning
- Support investor relationships for existing venture mandates
- Support company's initiatives as they relate to the company's business plans
- Contribute positively to the company's culture and thought leadership
- Conduct market research on investment sectors and themes and prepare investment memos as applicable
- Evaluate the startups from valuation and other investment metrics perspective
- Develop and deliver research presentations to investment team, partners and relevant parties
- Review quarterly reports and related materials
- Identify & help build partnerships with new investors and devise engagement strategies for them
- Post-Investment Monitoring, Management, and Value Building
- Contribute positively to the company's culture and thought leadership

Job Requirements:

- At least 8 years of professional experience in relevant field locally or globally in private equity, VC, banks, investment management/strategic consulting.
- Minimum bachelor's degree in Business, Finance, Accounting, Management, Economics, Entrepreneurship, or any relevant subject.
- Knowledge on Bangladesh Startup Ecosystem, startup investment and early-stage venture
- Ability to work collaboratively with entrepreneurs and other clients from diverse backgrounds is highly desirable
- Strong interpersonal, communication, and written skills

- Professional experience in company valuation is plus
- Demonstrated experience with social impact startups and enterprises
- Deep network in local founder, VC and angel investors
- Demonstrated success working with a diverse team and as a strong team player
- Willing to work in a highly demanding and result-oriented environment
- Strong attention to details and ability to prioritize
- Professional attitude, intellectual curiosity, good team player, customer service orientation
- Good proficiency in MS Excel, Word, PowerPoint, and relevant analytics/data visualization packages (Power BI/Tableau)
- Strong analytical and quantitative skills
- Solid problem-solving capabilities
- Excellent English & Bangla communication skills – both written and oral

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience

Application Procedure:

(1) Interested candidates may apply with detailed Curriculum-Vitae along with a cover letter, copies of education and experience certificates, copy of national ID card/nationality certificate, copy of recent passport size color photo in closed envelope to reach the Company office at Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212 Or may apply online sending soft copy of Curriculum-Vitae and scan copy of other documents to the email address: career@startupbangladeshvc.gov.bd by 13/07/2022 mentioning subject as 'Application for the position of Investment Manager' drawing Attention to Managing Director.

(2) Only short listed candidates will be called for interview.

(3) The authority of Startup Bangladesh Limited reserves the right to cancel any or all applications without assigning reasons whatsoever.

Date: Jun 27, 2022

Memo: 56.07.0000.002.11.010.21-407



Sami Ahmed
Managing Director