Program Manager

Location: Nigeria, Lagos
Type: Full-Time
Reports to: Senior Program Manager

Your Mission

Orbit Ventures is seeking a Program Manager to lead and execute startup programs in Sub-Saharan Africa. You will drive program strategy, foster founder growth, and leverage data to optimize outcomes. Your primary mission is to ensure the seamless execution and strategic development of our startup programs, fostering a thriving environment for our portfolio companies to succeed.

Your Responsibilities

Drive Results and Insights for Our Portfolio Companies

- Onboard startup companies and ensure they have comprehensive access to and actively engage with our ecosystem, including mentors, perks, and Experts-in-Residence (EIRs).
- Strategically funnel promising companies from pre-accelerator programs through our deal-flow pipeline.

Engage Orbit and Local Ecosystem

- Source and assign mentors, EIRs, and speakers for events and sessions.
- Ensure good engagement and manage relationships with mentors and EIRs.
- Strengthen relationships with local and global partners to enhance program value.

Be Operationally Excellent

- Ensure successful program execution and achieve high NPS scores from startups
- Manage vendors, contractors, and event logistics (e.g., demo days).
- Adhere to and improve our standard operating procedures for our core processes and programs
- Design and manage corporate and government programs based on client requirements.
- Handle day-to-day program logistics and liaise with key stakeholders, including teammates, mentors, and portfolio companies.
- Implement and execute programs based on a well designed standard operating procedure.
- Continuously refine SOPs to improve efficiency and impact.

Your First Days

By Day 30:

- Be familiar with Orbit Startups and be able to promote our unique value proposition.

- Understand how our modules, teams, EIRs, mentors help portfolio companies as a platform.
- Have onboarded 3 new companies into Orbit Startups.

By Day 90:

- Participate in core modules, gaining hands-on experience.
- Contribute to module design and planning with valuable insights.
- Liaise effectively with stakeholders on startup progress and needs.
- Manage an internal Standard Operating Procedure (SOP) or process.
- Run event logistics for a demo day, including vendor management

By Day 180:

- Provide input on improving startup modules and mentor engagement.
- Design a pre-accelerator program based on partner and Orbit needs.
- Run at least one program with a high Net Promoter Score (NPS).
- Demonstrate the ability to shift portfolio companies towards a data-driven mindset.
- Design programs from scratch based on client requirements.
- Effectively manage contractors for program delivery.
- Significantly contribute to increasing mentor engagement based on metrics.

Your Profile

- Proven background in program management, product development or startup scaling
- Experience working in a high growth startup company preferrably
- Demonstrated experience managing small project teams
- Regularly attend startup events, understanding of accelerator programs preferred
- Exceptional project and time management skills
- Excellent written and verbal communication skills
- Experience with vendor management and event logistics
- 5 to 7 years of work experience
- Undergraduate degree or above

About Us

Orbit Ventures is a venture capital firm with a mission to drive economic transformation in frontier and emerging markets, capitalizing on the rapid adoption of technology across South Asia, Southeast Asia, Africa, Latin America, and MENA. With almost two decades of investment experience in high-growth markets like China and India, Orbit has established itself as a critical player in bridging technology, entrepreneurism, and industry leaders.

How to Apply

Please click on our job application form to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact jobs@orbitventures.com.