

Job Description: STTE Ventures Manager

Company: STTE Foundation

Location: El Paso, Texas

Type: Part-time

Salary: \$35,000 annually

About STTE Foundation:

STTE Foundation is a dedicated non profit organization that manages a startup coworking space, fostering STEAM innovation and entrepreneurship. We are committed to supporting startups through their growth journey with our four-year program, STTE Ventures.

Position Overview:

As the STTE Ventures Manager, you will play a pivotal role in guiding startups through our three-phase journey. You will be the touchpoint for startups, ensuring they leverage our five foundational pillars: People, Place, Partners, Program, and Pitches. The Ventures Manager will monitor startups and report monthly on fiscal compliance and program results.

Key Responsibilities:

- **Program Management:**
 - Oversee the execution of the STTE Ventures program, ensuring all phases are effectively implemented.
 - Collaborate with startups to ensure they are utilizing the business model canvas and high-tech sprint methodologies.
 - Organize and manage the culminating access to capital pitch event.
- **Startup Support:**
 - Assist startups in identifying new customer segments and increasing their user base.
 - Provide guidance on accessing venture capital and other funding opportunities.
 - Monitor and support startups in their revenue growth and staff/contractor expansion.
- **Ecosystem Collaboration:**
 - Foster a collaborative entrepreneurial ecosystem, ensuring startups have access to necessary resources and mentorship.
 - Build and maintain relationships with industry partners, mentors, and investors.
- **Performance Measurement:**
 - Track and report on the success metrics of participating startups, including user growth, revenue increase, and venture capital acquisition.
 - Provide feedback and recommendations for program improvement based on performance data.
 - Report, compile and submit monthly on program expenditures and progress outcomes.

Qualifications:

- Bachelor's degree in Business, Management, or a related field.

- Previous experience in startup ecosystems, venture capital, or business development.
- Strong understanding of the business model canvas and sprint methodologies.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment and manage multiple projects simultaneously.
- Understanding of innovation and creativity principles
- Strong organizational and project management skills

Benefits:

- Opportunity to work in a dynamic and innovative environment.
- Network with industry leaders, investors, and promising startups.
- Contribute to the growth and success of emerging businesses.

Interested candidates are invited to submit their resume and cover letter to STTEFoundation@gmail.com. We thank all applicants for their interest, but only those selected for an interview will be contacted. STTE is an equal opportunity employer.