



## **Catalyst Program Manager (m/ f/ d)**

Permanent position, full-time in Düsseldorf/ Meerbusch

### OVERVIEW

Are you fascinated by the future and its possibilities? Would you like to be very close to the startup scene and make a real impact on climate change and sustainability? Would you like to enter the world of impact entrepreneurs? The Global Entrepreneurship Centre (GEC) is looking for several new team members to support portfolio startups in their commercial and technical development.

### FIELD OF ACTIVITY

The implementation of the United Nations Sustainable Development Goals offers 60 new market hotspots with a market potential of \$12 trillion. The race to tap into these opportunities will be won by the most innovative regions of the world, offering the best support ecosystems. However today, only 1.8% of all start-ups reach the Series C investment stage. To bridge this second valley of death and catalyze the transformation towards a sustainable world, the GEC scales and invests in promising deep-tech startups with sustainable technologies, processes and business models for impact.

The GEC focuses on sus-tech start-ups with a high potential to scale in the areas of Nutrition & Agriculture, Textile, Mobility & Transportation, Building & Living. The GEC also supports in key enabling technologies, including sustainable materials, sustainable chemistry, artificial intelligence and robotics, sustainable energy.

The GEC offers its portfolio of services to qualified startups: (i) the GEC Factory providing early-stage investment (ii) the GEC Catalyst, commercialization services including business guidance and industry mentorship, (iii) the GEC Technology providing start-ups with access to labs, co-working spaces, technical facilities, pilot sites and technical partnerships.

For the GEC Factory we are looking for a Catalyst Programme Manager that will support our portfolio startups in their commercial and technical development.

#### **Tasks**

- Manage logistical details of GEC Catalyst program, with 3 cohorts a year, including:
  - Hosting bi-weekly virtual sessions for the cohort;
  - Weekly communication with the cohort with updates and assignment
  - Managing participation of each startup.
  - Host program kick-off and Demo days;
- Manage the online portal for the Catalyst Program, in collaboration with GET IT and GEC Social media teams, ensuring accuracy and timely updates (prior and post-cohort).
- Produce regular updates to the online Investor Book.
- Collaborate with marketing team to promote the Catalyst Program through various channels, such as social media, newsletters, GEC eco-system and website updates.
- Support in scouting relevant startups to apply for the GEC Innovation Calls;
- Facilitate mentorship activities, including matching mentors with startups, scheduling mentor meetings, and tracking progress.



- Collaborate with the program team to evaluate the performance and impact of the Catalyst Program, gathering feedback from participants and stakeholders, and generating reports.
- Assist in the preparation of program-related presentations, reports, and documentation as needed.
- Stay updated on the latest developments and trends in the startup ecosystem, innovation methodologies, and relevant industry sectors to bring fresh insights and ideas to the program.

### Candidate Profile

- A bachelor's degree in business, entrepreneurship, marketing, or a related field is preferred but not mandatory. Relevant experience may be considered in lieu of formal education.
- Excellent English, both written and verbal.
- Proficient in using online platforms (Zoom, Nexcloud, M365, etc)
- Previous experience in program coordination, preferably in a startup or entrepreneurship-focused environment is a plus.
- Strong organizational abilities to manage responsibilities independently.
- Analytical skills to evaluate program performance and impact, collect participant feedback, and generate comprehensive reports.
- Attention to detail to ensure accurate documentation and maintenance of program-related reports.
- Self-motivation and proactive attitude in identifying opportunities to enhance the program's overall effectiveness and value.
- Flexibility in working in a fast-paced and evolving startup environment.
- Familiarity with marketing principles and experience in utilizing social media, newsletters, and website updates for program promotion, recruiting innovators etc.

### Reporting

- To the Director of Catalyst Program

### WORK CONDITIONS

The employment is for indefinite period with a trial period of 6 months.

The GEC is based in Düsseldorf / Meerbusch and operates with a team of ca. 20 employees. The working language of the Centre is English and the administrative language is German. The role is based in Meerbusch with occasional business trips in Germany/Europe.

A valid work permit for Germany is required.

The GEC is supported by the County of Rhine-District Neuss, the State of North Rhine Westphalia and the German Federal Ministry for Economic Affairs and Energy.

Have we piqued your interest? We look forward to receiving your application to [hello@gec-scaleup.com](mailto:hello@gec-scaleup.com)