

Work Description: Portfolio & Operations Coordinator

Location: Bengaluru, in-office

About WTFund: WTFund is a pre-seed fund, backing founders 25 and under. We created India's first grant-to-equity model, helping founders from idea validation to beyond.

Role Overview: The Portfolio & Operations Coordinator will play a crucial role in ensuring the smooth operation of WTFund and the success of our portfolio companies. This role requires a dynamic individual who can manage communications, organize events, build community, and support our founders in various capacities.

Key Responsibilities:

1. **Portfolio Management:**
 - Act as the primary point of contact for portfolio companies.
 - Ensure timely receipt of updates and reports from portfolio companies.
 - Maintain accurate and up-to-date records of portfolio company performance.
2. **Operations & Coordination:**
 - Organize and coordinate quarterly demo days, both offline and online.
 - Manage speaking engagements and outreach activities.
 - Assist in building and maintaining a vibrant portfolio community.
3. **Founder Support:**
 - Support founders with their next fundraising efforts.
 - Assist portfolio companies with hiring needs, access to services, and networking opportunities.
 - Serve as a confidant to founders, providing guidance and support as needed.
4. **Community Building:**
 - Foster engagement within the portfolio community through regular communication, events, and initiatives.
 - Develop programs and activities that encourage collaboration and knowledge-sharing among portfolio companies.
 - Plan and execute WTFund events, ensuring they run smoothly and effectively.
5. **Strategic Initiatives:**
 - Identify and implement strategic initiatives to enhance the value provided to portfolio companies.
 - Collaborate with the WTFund team to develop new programs and resources for portfolio companies.

Qualifications:

- Proven experience in portfolio management, operations, community building, or a related field.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and take initiative.
- Experience in event planning and coordination.
- Passion for supporting startups and young entrepreneurs.
- Ability to build and maintain relationships with a diverse group of stakeholders.

Preferred Qualifications:

- Familiarity with the Indian startup ecosystem.
- Prior experience in a venture capital or startup environment.
- Minimum Work Experience: 1 Year

What We Offer:

- Opportunity to work with some of the most promising young startups in India.
- A dynamic and supportive work environment.
- Competitive salary and benefits package.

How To Apply

Fill the [application form](#). For bonus points, show proof of work in your application and/or get a warm intro to the team at WTFund.

Note: This is a minimum one year engagement with WTFund

