

UTOPIA

# Operations & Project Manager

Utopia is expanding access  
to the innovation economy to  
**deliver a better world**

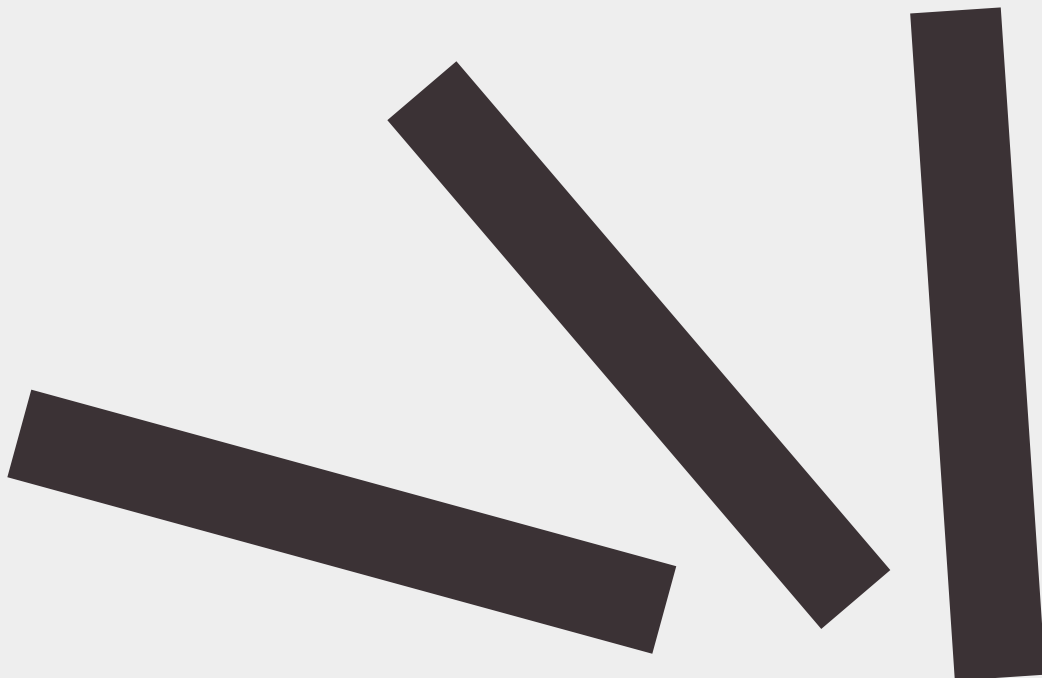
# About Us

**Utopia is a Global Management Company, designing and launching innovative investment vehicles that drive financial growth, inclusive prosperity, and impact in emerging markets.**

Utopia believes that the most successful investment vehicles are localised, driven by on-the-ground teams with deep insight and connections to the regional markets and communities in which they operate.

We currently have two early-stage VC funds: **Founders Factory Africa** and **The Radical Fund**. Utopia is a team of experienced entrepreneurs and builders pioneering a new platform for investing across high growth, emerging markets. We are highly ambitious and are growing our activities and team. We have been exploring additional new markets and look to build a new fund geography in 2024.

To learn more about us and what we do, [please click here.](#)



# Our Values and Culture



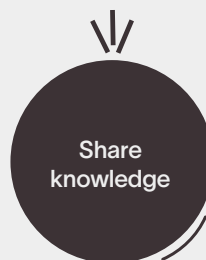
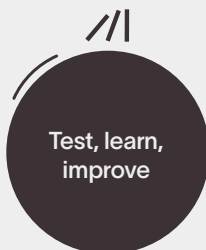
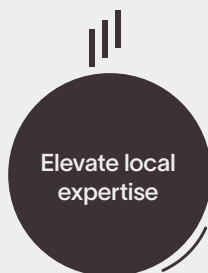
**Our goals are audacious, and we want to work with people who share our passion for pursuing transformation at scale.** We believe that good ideas can come from anywhere - not just the top - and we love to build our way out of uncertainty.

At Utopia you will work with and meet outstanding and diverse talent from across the globe and help us build a collaborative, inclusive, and supportive network. You will work faster (and learn faster) than you ever have before. We are building an ambitious, talented, and passionate team, currently 60 team members across 8 offices.

To learn more about the Utopia team, [please click here.](#)

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## Our values are:



# Job Description

## Operations & Project Manager

### About the Role

As an Operations & Project Manager at Utopia, you will be integral in supporting the Chief of Staff to ensure the effective and efficient execution of operations across the Utopia platform, including Founders Factory Africa and The Radical Fund. In this role, you'll collaborate closely with diverse teams in London and globally, managing administrative tasks, preparing operational reports, and assisting in project and business development activities. Your contribution will be pivotal in driving Utopia's mission to foster financial growth and impactful investments in emerging markets.

This is a broad ranging role that will expose you to all of the mechanisms for building a platform to support innovative and impactful VC funds. You will work in a highly collaborative way with peers but will also have the opportunity to work independently, to apply an intrapreneurial mindset to drive projects forward. As Utopia grows and expands, there is an excellent opportunity to build fantastic insight and develop your career - with a passionate, skilled and ambitious individual in post we feel this position could naturally feed into a Chief of Staff role in time.

### Team & Reporting

The Operations & Project Manager will report directly to the Chief of Staff. The core functions of the role will be working closely with the Utopia team, however, will also require collaboration and coordination with the teams from Founders Factory Africa and The Radical fund.

The role is deeply collaborative and requires integrated and transparent ways of work and communications.

### Key Responsibilities

- Support the Chief of Staff in ensuring qualitative and effective delivery of all major activities across the Utopia platform.
- Utilising various operational tools and technologies to enhance efficiency, which could involve learning and implementing new systems or software relevant to the operations.
- Assist the team with administrative tasks across finance, HR, governance, and operations.
- Prepare material for meetings, including coordinating and collecting data across the Utopia platform.
- Preparing and maintaining various operational documents and reports. This includes data analysis, performance reports, and other records that help in decision-making and process improvement.
- Together with the Chief of Staff structure, plan, and implement specific projects for Utopia, Founders Factory Africa, or the Radical Fund.
- Support the Chief of Staff with business development activities beyond fundraising for Utopia's current funds, including general research, drafting of proposals, and deck creation.

# Person Specification

## Operations & Project Manager

### Ideal candidate should be/have:

- Deep passion for tech, startups, VC in emerging markets (especially Africa and Southeast Asia) and a hunger to learn.
- Minimum of a Bachelor's Degree and 1-2 years of relevant work experience in venture capital, startup or consulting.
- Experience of a similar role in a broad ranging operations and project management role in a high-intensity work environment.
- Experience with project management tools such as Asana or Monday.com and overall strong proficiency with PowerPoint/Excel/etc.
- Efficiently managing one's time and the time of others to meet deadlines and objectives.
- Highly organised individual, capable of managing parallel work streams while maintaining an effective workflow and communication system.
- Precision and attention to detail are vital in ensuring the accuracy and quality of operations.
- A willingness to explore and deep dive into subjects you may not have had experience or exposure before.
- Outstanding people skills, humility, hustle, and resilience.
- Ability to work in London and travel occasionally (e.g. Nairobi, Johannesburg, or Bangkok/Singapore).

### Terms and Conditions

**Contract type:** Permanent.

**Hours:** Full-Time.

**Location:** London.

**Salary:** £40,000 - £60,000 depending on experience.

**Annual Leave:** 25 days.

**Travel:** Occasional.

**Insurance:** Private health insurance (incl. dental, etc.) + travel insurance.

**Other Benefits:** Hybrid and flexible working. Office lunch provided Monday and Fridays + snacks in the office.

# How to Apply

To have an informal discussion about the opportunity, please contact Ami Jenick at People Beyond Profit on [ami@peoplebeyondprofit.co.uk](mailto:ami@peoplebeyondprofit.co.uk) or 07957316541.

Utopia is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

To formally apply to the Operations & Project Management role, please upload your CV and a 2 page supporting statement covering why you are interested and how you meet the points on the Person Specification via the following link:

<https://www.peoplebeyondprofit.co.uk/jobs/utopia>

## Key Dates



**Closing Date:**  
10 March 2024

**People Beyond Profit Interview Dates:** Rolling, 13 – 19 March 2024

**Utopia Interview Dates:**  
w/c 25 March 2024