

Incubator Program Manager

About this role

In late 2019, PRF launched a new area of work focused on impact investing and social enterprise. To date, the Foundation has committed more than \$70m in impact investments to a variety of social enterprises, social impact bonds and impact investing funds. To further advance the social enterprise ecosystems, PRF will be establishing a best practice social enterprise incubator at its new headquarters in Darlinghurst Sydney, by the beginning of 2022.

The Foundation is now seeking an entrepreneurial leader to develop and run our incubator space and its various programs. The ideal candidate is energetic, innovative, has design thinking as well as program management capabilities, is highly resourceful when it comes to building relationships and making connections.

The vision for this incubator space is to drive the expansion and impact of a diverse range of a high impact social enterprises and for-purpose organisations working to break cycles of disadvantage in Australia. The Program Manager has the opportunity to make a significant and demonstrative contribution to furthering our mission.

Responsibilities

Key responsibilities will include, but not be limited to:

- Develop the program of support for participant enterprises
- Working with the Selection Committee, shortlist, evaluate and select participant enterprises
- Design and oversee delivery of key services to participant enterprises
- Develop relationships with a range of service providers across various capabilities for the provision of targeted support to participant enterprises
- Monitor and assess participant enterprises performance and progress towards agreed goals
- Oversee and evaluate delivery of services by external providers
- Develop and share key insights from the program to both internal (senior leadership) and external stakeholders

Skills / attributes

- Excellent relationship building and management skills
- Experience in a start-up environment an advantage
- Sound project management abilities
- Highly efficient at multi-tasking, including simultaneous coordination and management of numerous engagements
- Proficient communicator with a range of audiences
- Professional external representative of PRF

About the Paul Ramsay Foundation

Paul Ramsay was a visionary business leader who left Australia a remarkable legacy. Through his generous bequest, the Paul Ramsay Foundation continues his philanthropic legacy through a shared commitment to help break cycles of disadvantage in Australia.

Our talented team bring to this challenge their diverse perspectives and experience. We are anthropologists and educators, lawyers and economists, epidemiologists and entrepreneurs, political scientists and historians, psychologists and business analysts, journalists and administrators, philosophers and artists – all guided by our values of respect for people, curiosity, loyalty, courage and innovation. Diversity & inclusion, wellness, culture and learning are all important to us.

Find out more about the Paul Ramsay Foundation at www.paulramsayfoundation.org.au