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Newtown Partners is the family office of successful startup entrepreneurs, Llew Claasen and Vinny Lingham. It invests across a range of alternative and traditional asset classes, especially early-stage venture capital to back startups utilizing emerging technologies and disruptive business models.

The team operates out of offices in Cape Town, South Africa, and San Diego, California.

We are recruiting a Chief of Staff to join our team. This position has no specific location requirement but preference will be given to candidates located in or willing to relocate to Cape Town, South Africa.

The Newtown Partners VC investment team's primary goal is to find and invest in the best technology startups at the Seed and Series A stages. In this role, you will design, monitor, and review processes to identify companies we should meet based on both signals ("what's trending?") and theses ("what do we believe will happen in a specific market?"), as well as processes for the investment decision-making process, investment diligence, post-investment support, and portfolio return management.

You will report to the Managing Partner and have no direct reports.

CHIEF OF STAFF / DIRECTOR INVESTMENT OPERATIONS

Responsibilities:

- Monitor & coordinate fund management administration for processes before, during, and post-investment.
- Create and manage a portfolio management model for each investment thesis or capital pool.
- Create, monitor, and review processes for investment performance reporting at an individual investment and fund level.
- Create, monitor, and review processes for finding interesting investment target companies, especially proactively identifying and screening new investment opportunities and qualifying inbound leads based on quantitative signals, market theses, and a network of key relationships. You will work with the general partners to identify what signals are relevant, develop predictions about how specific markets are evolving, meet with senior investment team members, and track activity in the startup ecosystems in Africa, the US, and select European and Asian markets.
- Create, monitor, and review processes for evaluating prospective investments, including performing due diligence on specific companies we are considering investing in, or



reviewing the investment outcome potential of an entire sub-category of startups we are evaluating for investment.

- Create, monitor, and review processes to plan and coordinate pitch reviews, market research, competitive analysis, customer/user reviews, and testimonials, analyzing metrics (financial, customer, user, engagement, etc.), understanding the history of a category, and other tasks related to the evaluation of an investment.
- Create, monitor, and review processes for managing a portfolio of startups, including the regular evaluation and strategy development with founders.
- Create, monitor, and review processes for the content development of “thought pieces” (in the form of blog posts, presentations, videos, etc.) by the VC investment team for startup founder consumption as well as for more specific audiences (e.g. corporates, industry news outlets).
- Create, monitor, and review processes for research, especially business and technology research on early-stage VC markets, industries, companies, and themes that the firm is interested in investing in.
- Business case preparation and operationalization project and program management of new strategic initiatives.

Qualifications:

- Strong academic performance in Undergraduate and Post-graduate degrees
- MBA or commercial Master’s degree is not negotiable
- Master's Degree in Finance or STEM subjects preferred.
- Post-graduate qualification in project and program management is highly advantageous

Skills, characteristics, and experience:

- 5-10 years of venture capital, private equity, investment banking, and/or consulting work experience, with at least 4 years of that experience at a senior level
- Advanced Financial Modelling skills
- Advanced MS Excel
- Excellent researcher, able to find and extract key insights from lots of mildly useful online information and draw conclusions on the basis of findings across multiple conflicting data sources
- Highly organized, extreme attention to detail
- High fluid intelligence (problem-solver)
- Strong interpersonal skills
- Able to fully understand and convincingly argue two competing sides of an argument logically and eloquently
- Not afraid of being challenged on one’s ideas.



- Highly driven and proactive with little need for guidance and takes ownership of outcomes
- Intensely curious with both an insatiable hunger to learn about new technologies and business models and the ability to rapidly learn about a new industry or sector
- Strong analytical skills to understand both quantitative data and qualitative evidence to evaluate investment opportunities
- Outlier IQ and EQ with high empathy for founders; ability to collaborate with colleagues, navigate relationships in the technology ecosystem, and ensure that entrepreneurs have an excellent experience engaging with Newtown Partners.
- Ability to synthesize complex information and communicate effectively with different audiences in English in both verbal and written formats.
- Ability to navigate tight deadlines autonomously, juggle a long list of competing priorities, and move fast without compromising sharp attention to detail.
- Work experience at a tech startup is advantageous.

Salary and employment benefits:

- Basic salary negotiable based on location, qualifications, and experience
- Share in investment performance bonuses
- Home office allowance
- 25 days of paid annual leave

This is a senior-level position. Please send your comprehensive CV to work@newtownpartners.com.

If you do not receive a reply to your application within 2 weeks, you may assume that it has been unsuccessful.