



Business Accelerator Manager Zurich (60%)

Permanent as of February 2023 or by agreement

SINGA Switzerland was founded in 2016 in Zurich and expanded to Geneva in 2018, and is part of the international SINGA Global network. Our vision is an inclusive society, where everyone has access to the same opportunities to fulfill their potential.

SINGA Switzerland provides people with refugee and migrant backgrounds tools to obtain entrepreneurial competences and a local network to have better access to the Swiss labor market. SINGA offers an incubator program where a community of pro bono experts and volunteers contribute their individual skills, and learn from and with each other. Based on our experience and evaluation over the last six years, we came to the conclusion that people with refugee and migrant backgrounds still face big hurdles to drive forward or scale their business.

For this reason, SINGA will establish **the first Business Accelerator program in Switzerland for people with refugee and migrant backgrounds** including access to an impact investors network.

For this new challenge, we are looking for a motivated and experienced person to take on the task of managing this accelerator in Zurich. Are you the person we are looking for?

As an Accelerator Manager, you will take on a versatile and varied role. In your day-to-day tasks, you will contribute to the development of the participants' projects and be responsible for organizing the necessary support for them to drive and scale their businesses. In order to continuously evolve the Accelerator program, you will develop new approaches and strategies in collaboration with the team and the board and implement and evaluate them. In your day-to-day work you will closely work with the Accelerator Manager and Investor Network Manager in Geneva and the Co-Directors as well as occasionally exchange with the international SINGA network.

Your professional experience, skills and attributes:

- Experience (at least 2 years) in (leading/building) a business development program
- Very well connected with the private sector (and [impact] investors) in the Zurich area and or Switzerland
- Very good interpersonal skills, patient and enjoy working with people

- Excellent strategic thinking, strong organizational skills, and very good time management and prioritization skills
- Strong skills in English **and** German (min. C1-levels) are a must.
- Values in line with those of SINGA and commitment to its mission
- Able to work in an agile environment within a small team (3 in Zurich and 3 in Geneva)
- Flexible team player with the ability to work independently
- Able to travel regularly to Geneva

We encourage you to apply even if you do not meet all of these criteria.

Your responsibilities:

- Organization and coordination of the Business Accelerator program and the related mentoring program
- Coordination of required activities in order to implement the SINGA Investor Network in Zurich, in line with the Investor Network Manager
- Identifying the needs of the participants and organizing the individual support with partners and individual supporters
- Building and maintaining partnerships with companies' CSR and/or HR departments
- Recruitment of (pro-bono) experts and volunteers
- Recruitment of participants
- Maintains partnerships with relevant authorities, migration/integration organizations and NGOs

What we offer:

- A challenging, exciting, and impactful job with a lot of creative freedom in a young, dynamic team
- The opportunity to contribute to the inclusion of people with refugee and migrant backgrounds and support a change towards a more inclusive society and innovative economy in Switzerland
- The chance to develop a broad professional network
- Flexible working hours

- Central workplace in Zurich, partial remote work possible
- A wage appropriate to the market of small advocacy organizations/NGOs

Application dossier:

Please include the following documents in your application dossier:

- CV (German or English)
- Motivation letter (English)
- Reference letters and contacts

If you are enthusiastic about the activities of SINGA and you would like to join our team, we look forward to receiving your application. Please send your complete dossier to Tina Erb (tina@singaswitzerland.ch) latest by Friday, December 16th. Information about SINGA can be found on our [website](#). If you have any questions, please feel free to contact Tina Erb at +41 (0)76 571 93 09.