

Be a substantial part of our team!

Venture Stars is a Munich based venture capital firm with ca. 100m Assets under Management and is focused on early-stage investments in innovative, digital B2C and B2B business models. The team of serial internet entrepreneurs currently manages three funds typically investing €500k – 2.0m EUR initially and up to 5m in total per company. Having started as an incubator, Venture Stars has a tradition of working very closely with the founders of its portfolio companies. Venture Stars' support goes beyond capital and includes know-how, network and operational manpower on topics such as strategy, organizational development, financing and exit.

We are looking for a high performance allrounder to closely work with our partners on all fund related topics as a

(Senior) Investment & Fund Operations Manager (m/f/d)

What you can expect...

- 360 degree active involvement and insights into all tasks and processes of a venture capital fund
- Autonomously support and manage our deal flow (e.g. identify the most promising entrepreneurs & startups, analyze markets, business models, tech&product in a due diligence)
- Closely work with the partners in the deal-making process (e.g. term sheet offers, deal structuring, negotiations and legal documentation)
- Support the partners in ongoing portfolio management (e.g providing the best possible support to our portfolio in board meetings, financing rounds, strategy discussions etc.)
- Autonomously support and conduct fund operations tasks like financial reportings, administrations, event planning and further projects that will come up

We want you! This role is perfect for you if you...

- Have any financial, business or economics background with a strong interest in the mentioned areas and would like to move into the world of venture capital
- Have 3+ years of relevant work experience in a fast-paced work environment such as startups, leading tech companies, investment banks/M&A, strategy consulting etc.
- Are passionate about tech investments and entrepreneurship with deep understanding of business models
- Have the ability to work independently with a proactive attitude and commitment to a goal-oriented environment on a broad variety of tasks
- Have strong organizational and prioritization skills, with a high degree of flexibility to adjust to last minute updates or changes
- Are analytical and facts-driven with a strong attention to detail
- Have an entrepreneurial mindset, open-minded personality and are fun to work with
- Have a proficient knowledge of German and English

We can offer you...

- A steep learning curve by working directly with the managing partners on all tasks
- To kickstart your career in venture capital by getting to know every part of the business, by taking ownership early on and by building a valuable personal network in the tech ecosystem
- To have fun at work in the heart of Munich (Theresienwiese with the Oktoberfest next door) with a flexible remote work policy

Interested?

Send us an e-mail with your CV and some words about you and your motivation to jobs@venture-stars.com with subject „(Senior) Investment & Fund Operations Manager (m/f/d)“.