

JOB DESCRIPTION

Vacancy reference:	SRF42684
Post Title:	Angel Investment Network Manager
Grade:	Grade 7
School/Department:	LOB
Reports to:	Dr Norbert Morawetz, Dr Simon Cutler
Responsible for:	any members of staff this person line manages

Purpose

Henley Business School is looking for an Angel Investment Network Manager to help set-up and manage the UK's first cross-university network focused on investing into SHAPE (Social Sciences, Humanities and Arts for Prosperity and Economy) ventures. The Manager will take a leading role in setting up and growing the membership of the angel investor network, including developing the business angel network, coordinating venture flow with partner universities, coordinating project partners, and chairing and moderating company presentations events.

Main duties and responsibilities

Establishing the angel network

- Work with project and university partners on creating the vision and strategy for the angel network
- Contribute to developing marketing and branding for the angel network
- Coordinate development of website and marketing collateral
- Liaise with project partners such as Aspect.ac.uk, Cardiff University, the ARC accelerator and third parties such as UKBAA, British Business Bank, etc

Business development and partnership management, including:

- Approaching and building relationship with angels and business angel networks
- Promoting the network across partner universities and connected business angel networks
- Work with Marketing support to promote the network and attract applications from ventures
- Organise virtual masterclasses for investors ('investor readiness')
- Promoting the network to social impact investors via online platforms
- Signing up and managing relationships with sponsors

Develop a pipeline of SHAPE ventures and help them get ready for venture presentations

- Connect with university accelerators and partners
- Develop a pipeline of ventures and prepare them for Venture Presentations
- Select suitable entrepreneurs for Venture Presentations
- Chair and moderate Venture Presentations
- Contribute to the development of investment templates that that facilitate investment into SHAPE spinouts
- Correspond with entrepreneurs and investors as required

Reporting

- Attend quarterly board meetings and reporting on activities of SHAPE angels
- Work with the Project Director, Reading KTC, Henley Centre for Entrepreneurship as well as university partners in delivering the aims of the angel network

Supervision received

Dr Norbert Morawetz, general supervision

Dr Simon Cutler, general guidance

Contact

Internal: LOB – Department of Leadership, Organisation and Behaviour, HCfE – Henley Centre for Entrepreneurship, KTC – University of Reading Knowledge Transfer Centre

External partners: University of Cardiff (project partner), Aspect.ac.uk

Terms and conditions

1FTE, Fixed term, Ends 30 September 2023

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

PERSON SPECIFICATION

Job Title	School/Department
Angel Investment Network Manager	LOB

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Business development and networking skills • Excellent written and verbal communication • Digital marketing and communication skills • Persuasion and influencing skills • Planning and organisational skills • Interviewing skills • Coaching and mentoring of start-ups • Presentation skills • Report writing 	<ul style="list-style-type: none"> • Marketing skills • Social media skills • Sponsorship raising skills • Financial budgeting • Social impact reporting • Digital skills related to Marketing / willingness to upskill (CRM, Sales Navigator, Intercom) • Event management skills
Attainment	<ul style="list-style-type: none"> • Degree or equivalent 	
Knowledge	<ul style="list-style-type: none"> • Business angel investing and business incubation • Business models and doing business • Coaching and mentoring 	
Relevant Experience	<ul style="list-style-type: none"> • Experience in business development • Experience of partnership management • Experience of working with senior level partners including sponsors • Project management experience 	<ul style="list-style-type: none"> • Experience of working in Higher Education • Coaching and mentoring start-up businesses • Starting and building a business • Experience of angel investing
Disposition	<ul style="list-style-type: none"> • Self-starter • High commercial acumen • Attention to detail • Strong advocate of diversity and inclusion • Self-motivated with the initiative to make progress without close supervision 	<ul style="list-style-type: none"> • Motivated by making a change to society by driving innovation and entrepreneurship

	<ul style="list-style-type: none">• Flexible and resilient approach to work• Strong affinity for Social sciences, Humanities and Arts	
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Completed by: Norbert Morawetz	Date: 17 July 2022
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