

Managing Director

Job Description & Advert

Position Title:	Managing Director of First Principle Incubator
Location:	1077 Budapest, Wesselényi u. 17. (W17)
Position Type:	Full-time
Reports to:	Investment Board of First Principle Incubator

About Us:

[First Principle](#) and Future Hungary's joint incubator, First Principle Incubator (FPI) aims to finance start-up companies. FPI is an early-stage angel investor community investing up to €150K nurturing talented teams and ideas.

FPI's mission is to back ambitious Hungarian founders all over the globe and accelerate their progress by connecting them with the resources and potential of our home country.

We are seeking a young entrepreneurial individual preferably with a finance degree who is eager for experience to lead this investment fund as Managing Director.

Job Summary:

- We are looking for a candidate with a strong desire to learn and an interest in the startup world to lead our incubation program, build relationships, manage operations, and contribute to strategic development.

Key Responsibilities:

Leading the Incubation Program:

- Planning, coordinating, and implementing the incubation program.
- Defining and executing the strategic directions of the program.
- Continuously developing incubation processes and methodologies.
- Organising, mentoring, and supporting the startups involved in the program.

Building Relationships and Network Development:

- Building and maintaining relationships with the international Hungarian talent community and the Milestone Institute.

- Regular communication with investors and the incubator's mentor network, involving them in the startups' life at the appropriate times.
- Organising meetups, workshops, hackathons, and other professional events.

Operational Management:

- Managing the day-to-day operations of the incubator.
- Handling and overseeing the incubator's budget and financial activities.
- Reporting on the incubator's results and progress to owners and investors.

Strategic Development:

- Participating in the development and execution of the incubator's long-term strategy.
- Identifying new business opportunities and partnerships.

Requirements:

- Strong desire to learn and openness to learning from First Principle investors.
- Interest in the startup world and the international Hungarian talent community.
- Proactive, with excellent organisational, communication, and interpersonal skills.
- Strong problem-solving and decision-making abilities.
- Results-oriented attitude, capable of setting and achieving goals.
- Team player, able to collaborate effectively with various teams and partners.
- Open to feedback and collaboration with mentors, investors, and startups.
- Flexible in a changing environment with good adaptability to new challenges.
- Able to manage stress and multitasking effectively.
- C1-level English; fluent Hungarian will be an advantage.
- At least an MA-level university degree.
- 1-3 years of work experience, preferably in finance.

We offer:

- A unique opportunity to form the next wave of Hungarian innovation. First Principle Incubator is backed by 12 young Hungarian entrepreneurs and executives who are investing their time and money into the startup ecosystem. You would be part of our team and interact daily - getting access to our network and knowledge.
- A welcoming team of highly-trained, motivated, collaborative colleagues.
- High-quality, regular professional development.
- A dog-friendly office environment.

- An exceptional working environment in one of the most beautiful listed buildings in downtown Budapest.
- Competitive salary based on previous work experience with annual adjustments.
- Work equipment provided by the organization.

Application Process and Timeline:

The application is on a rolling basis. Submit your cover letter and Curriculum Vitae via the application link. The position is open until filled.

There will be two interview rounds. Applications will be reviewed mid-August and at the end of August. The first interview round will take place at the beginning of September. The second interview round, involving the top applicants, will occur in mid-September, where candidates will be asked to create a pitch.

Child-Safe Recruitment:

The Institute is committed to child-safe recruitment, selection and screening practices, and has a child-safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and to provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note that the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children. The successful applicant will be required to submit the following documents upon contracting:

Self-declaration related to disciplinary offences regarding children;

Local police check;

Child Protection Training.