



Role: Program & Operations Manager

Reports to: SixThirty Director of Corporate Partnerships

What is SixThirty all about?

Our mission is to find the most innovative ideas in enterprise financial technology (“FinTech”), insurance technology (“InsurTech”), digital health, and cyber security across the globe, and work with corporate partners to mentor and grow them into great businesses. SixThirty is a global FinTech & InsurTech early stage venture capital fund and go-to-market program. We also manage a fund focused on cyber security. We invest in and help grow between 10 - 14 early-stage companies each year, providing funding, mentorship, and connections. Our partners include Aflac, Allianz, Bank of New York Mellon Pershing, Commerce Bank, Ernst & Young, Reinsurance Group of America (RGA), World Wide Technology, and several others. More information is available at sixthirty.co.

What will a Program & Operations Manager do?

An opportunity exists to join our team as a Program & Operations Manager to lead the execution of SixThirty’s go-to-market program for startups across two geographies, plan critical events to facilitate collaboration between startups and corporate partners, and assist with management of key corporate partner relationships, under the leadership of the Director of Corporate Partnerships. The Program & Operations Manager will also assist the Director of Corporate Partnerships and the Director of Operations with additional tasks, as needed. This position is expected to travel approximately 50%.

The SixThirty go-to-market program provides startups with hands-on advanced coaching and networking opportunities. The program brings together distinguished faculty and corporate mentors to surround each startup with the best resources available to help them grow, and combines these with networking activities and the opportunity to make connections with critical leaders & potential buyers.

The Program & Operations Manager is an operational expert, a self-starter, well-organized, can manage multiple projects at one time, skilled at marketing and communications, and extremely reliable. They will draw on a wide-range of skills and the position offers the opportunity for broad exposure to venture capital, start-ups, and progressively minded incumbent financial services, insurance and information security companies.

Program & Operations Manager responsibilities will include:

- Program & Event Management
 - Plan, coordinate, and execute SixThirty’s semi-annual go-to-market program across two geographies, including workshops and mentor sessions
 - Book venues, brainstorm content, and collaborate with go-to-market program content providers
 - Collect feedback and develop an evaluation method to assess go-to-market program strengths and identify areas for improvement
 - Assume accountability for startups in the go-to-market program
 - Meet with go-to-market program stakeholders on a regular basis to make communication easy & manage to-dos for the team
 - Assist with execution of opportunities for corporate partners to engage with SixThirty and portfolio companies during and beyond the go-to-market program



- Assist SixThirty leadership in planning and execution of SixThirty's First Annual CEO Scale Up Summit, acting as project manager for the event
- Relationship Management
 - Support Director of Corporate Partnerships in growing and maintaining relationships with Corporate Partners, with a focus on relationships in critical growth region for SixThirty
 - Provide excellent customer service to all corporate partners and stakeholders
 - Create content to share with corporate partners, for example: newsletters, corporate partner impact reports/scorecards, and thought leadership
 - Gather feedback from corporate partners on their experience and impact with SixThirty
- Administration
 - Coordinate meetings and calls, and produce presentation materials
 - Keep databases and tools updated, including the online SixThirty portfolio management platform
 - Assist with other areas of SixThirty operations as requested, including assisting with marketing and office management

What are we looking for?

The areas we invest are some of the fastest growth areas in tech and venture capital. We are looking for someone that is comfortable and excited about working in a fast paced environment, while also being a self-starter. The ideal candidate can juggle many responsibilities, while simultaneously prioritizing key activities. In our opinion, this may be demonstrated through the following attributes:

- An undergraduate degree in business, marketing, communications, or related fields
- 2-4 years of experience in event planning, marketing or business operations
- Experience with project management
- Entrepreneurial spirit
- Highly organized and detail oriented
- Strong attention to details while able to multi-task
- High proficiency in Microsoft Word, PowerPoint, and Excel
- Has a "whatever it takes" mentality
- Experience cultivating and managing professional relationships
- Respect for risk taking challenges of entrepreneurs
- Interpersonal communication skills, critical thinking, and collaborative nature
- Knows how to balance work & fun
- Diversity of background and perspective
- Passion for innovation and experience with adoption of new technology

The offer

The SixThirty Program & Operations Manager is a full-time paid position. The Program & Operations Manager reports to the Director of Corporate Partnerships and will also support the Director of Operations, and the position is based in St. Louis, MO. The Program & Operations Manager will be responsible for our go-to-market program run across two geographies, and should expect to travel about 50%. There will also be interactions with team members based in Amsterdam and Singapore, so occasionally the Program



& Operations Manager will be asked to work during odd hours. Our office is located in downtown St. Louis.

SixThirty offers:

- Health, dental, vision benefits
- 401(k) plan
- Paid time off
- Growth and leadership opportunities
- Membership to T-Rex co-working space & technology incubator
- Culture of high-growth FinTech, InsurTech, Digital Health, and Cyber Security companies; highly collaborative and supportive of start-up community

To apply

Send resume along with answers to questions below to Molly Hoffmeyer, Director of Corporate Partnerships, at molly@sixthirty.co

- Why are you interested in the Program & Operations Manager role? (250 words)
- If you could plan an event designed to encourage collaboration between startups and large corporations, what would you plan and why? (500 words)
- Description of Yourself (140 characters)

Further written and mathematical exercises may be required. References may be requested.

SixThirty is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law.