JOB DESCRIPTION

Title: Imagine H2O Asia Program Associate
Location: Singapore
Organization: Imagine H2O / Imagine H2O Asia (Limited)
HQ: San Francisco, CA
Website: www.imaginéh2o.org/ih2oasia

The Leading Ecosystem for Water Innovation and Entrepreneurship

Imagine H2O (IH2O), the water innovation accelerator, empowers people to develop and deploy innovation to solve water challenges. By partnering with industry leaders and an international network of customers and investors, IH2O has become a proven path-to-market for promising water technology startups. Participants benefit from access to customers and investors as well as mentorship, industry visibility, and deployment support. Since 2009, IH2O’s accelerator has supported over 100 water startups secure customers and receive more than $400 million of early-stage investment.

In 2019, IH2O launched its first dedicated hub outside the United States. Imagine H2O Asia (IH2O Asia) is a Singapore-based, regional accelerator program that aims to equip local and international water entrepreneurs with the resources to develop and scale their businesses across Southeast Asia and the wider region. Eight startups were selected from a global field of 110 for the 2019 inaugural cohort. IH2O will be selecting a new cohort in January for the 2020 program. IH2O Asia is supported by Enterprise Singapore, SUEZ, and Moya Asia. The organization also coordinates closely with Singapore Water Association, PUB and a growing network of regional businesses and utilities to advance the market for water innovation.

About the Position

IH2O Asia is seeking a highly motivated self-starter, clear communicator and team player to take on an operating role within the accelerator program. The Program Associate will be based in Singapore and will join the Program Manager as IH2O Asia’s second full-time hire. The Program Associate will coordinate closely with IH2O’s team based in San Francisco.

Core Responsibilities
Responsibilities may include the following responsibilities:

Accelerator Program Operations
- Coordinate key accelerator activities including mentors program and virtual training series
● Lead budget tracking and support grant reimbursement process
● Support startup outreach, evaluation and startup database management
● Support program and startup impact monitoring/reporting
● Support program compliance, project accounting and other administrative tasks
● Support startup mentorship and coaching

Events Support
● Spearhead logistics and planning for IH2O flagship events in Singapore
● Manage and recruit local event partners and vendors

Marketing and Communications
● Lead marketing efforts to promote IH2O Asia with local and regional media partners
● Draft marketing materials, press releases, blogs and other documents

Business Development
● Support program network building of customers, investors and other regional partners
● Conduct research on Southeast Asian water industry and innovation priorities
● Represent IH2O Asia at partner meetings and industry events

Qualifications

Qualified candidates must demonstrate, through education and experience, strong customer service, program management and writing skills, proficiency in Excel and attention to detail. Candidates must have an undergraduate or graduate degree in a related field, flexibility to work in a fast-paced, lean-team environment, and interest in water innovation, sustainability and/or entrepreneurship. A minimum of 1 year professional experience is required. Singapore citizen or Permanent Resident is preferred. Qualified applicants must be self-directed and well-organized yet flexible when faced with constantly changing priorities.

This is a full-time one (1) year position, with the opportunity to extend. Salary is commensurate with experience.

The position is expected to begin in Q2 2020. Note that due to the high volume of applicants, we are only able to contact shortlisted candidates.

How to Apply

Send a resume and short essay to singapore@imagineh2o.org. Cover letters are not required. We ask that you title your resume as “Name_Resume_IH2O-Asia” and essay as “Name_Essay_IH2O-Asia”. Indicate in your email where you heard about the job announcement. Also, please include your LinkedIn profile. For the essay, please answer this question in 300 words or less: Describe a professional achievement you are particularly proud of and why.

DEADLINE: Applications will be evaluated on a rolling basis.