

General note

Working for a year at Graduate Entrepreneurs student board is suitable during multiple stages of your study time. Many applicants consider it as a year to gain working experience in between their bachelor and master, however students in the final stages of their bachelor's degree or students that already started or finished their master's degree can apply as well! Research has shown that female candidates will only apply if they meet a 100% of the requirements, while male applicants already apply at 60% of the requirements. If you would like to take on this challenge, but are in doubt if you meet the requirements? We would love to see your application.

The launch of Graduate Entrepreneur was less than a year ago, in April 2021, since then we've already launched several products to support startups in the early stages of their growth. Examples are the Graduate coaching program, our monthly lunch lectures, our job board and much more. We've build a community with >150 startups, >100 coaches, finalized 10 investments and are working on many more deals as we speak and we've only just begun!

The student board '22/'23 consists of 14 people, with which you'll work on funding of start-ups and giving them access to the Graduate coaching program and making them part of our growing community in the startup ecosystem around the universities of Delft and Rotterdam.

In order to be effective as an organization, we work with two teams, the Hub team (6 people), responsible for our coaching program and community building and the Fund team (8 people), responsible for our pre-seed investments, such as deals with Workwize, Rapidemic and Orderli. The student board reports to the professional fund management team, responsible for our total €50m fund.

We work Agile, which means you'll be working with everyone in the student board in various workstreams. A workstream consists of a lead, responsible for the workstream, and 4 people in each team with which you'll work on a specific subject during the year. Below you'll find the profile descriptions for the lead of each workstream. When applying for Graduate Entrepreneur please indicate your preference and suitability for workstreams.

HUB Team 2022-2023

The focus of the HUB team is to facilitate a vibrant startup ecosystem in the Delft-Rotterdam region. We aim to accomplish this through the following objectives:

1. **Create awareness for entrepreneurship and subsequently increase the volume of start-ups** (more = better).
2. **Connect talent and facilitate multidisciplinary startup teams** as these teams will have a larger chance to grow into a scale-up.
3. **Create supportive infrastructure by facilitating collaboration between our partners** (e.g. YES!Delft and ECE) **and creating additional products to improve quality of start-ups** (coaching, mentoring and acceleration of start-up growth)

Our activities to work towards these objectives are divided among the following workstreams:

The **Website & Platform** workstream focuses on our website, www.graduate.nl. The workstream adds new functionalities to the website and improves the website based on user data. The aim of our website is to give startup founders and entrepreneurial students insight in everything Graduate Entrepreneur can do for them, based on our 3 pillars: 'Capital, Coaching & Community'. Startups can

a.o. get funding from us, request coaching from an alumnus or alumna from our network, stay up to date about all startup events in Rotterdam and Delft and read the latest blog posts on entrepreneurship and innovation.

Relevant characteristics or skills

- Experience with building websites (or apps) or with the development process of a website (or app).
- Experience in Webflow.
- Affinity for data analysis.

The **Marketing & Content** workstream maintains our social media presence and is responsible for Graduate Entrepreneur's marketing strategy and positioning. In order to reach as many founders and students as possible, they need to know how and where to find us and what value we can add for them. The workstream is responsible for defining the marketing strategy based on user data, content creation, the monthly newsletter, keeping our social media channels (such as LinkedIn and Instagram) up to date and writing new investment announcements.

Relevant characteristics or skills

- Affinity with content creation and online social media.
- Experience in the field of marketing, brand positioning and working on/according to a marketing strategy.
- Filming and video editing skills.
- Affinity for data analysis.

The **Events** workstream is responsible for organizing events. Our events have multiple goals, we want to Inspire students and founders through inviting successful entrepreneurs from our alumni network as speakers. Besides experienced entrepreneurs, we also give the stage to early stage startups in our portfolio to share their experiences and expertise. Secondly, we equip founders with essential skills for scaling their businesses by organizing expert masterclasses with our partners and alumni. Finally, we connect different generations of entrepreneurs and entrepreneurship enthusiasts through network drinks.

Relevant characteristics or skills

- Experience with organizing events.
- Energized by the idea of contacting seasoned entrepreneurs from the alumni network to invite them to events.
- Eager to learn about the aspects that trigger entrepreneurial minds to visit events.

The **Community Management** workstream manages the Graduate Entrepreneur community, one of our main strengths. The alumni in our network help us provide coaching and funding to startups, and often have brilliant ideas about developing the Graduate Entrepreneur initiative as well. Simultaneously, our network of startups proves our worth as an initiative and helps founders learn from other founders! The workstream is responsible for managing the coaching program by matching startups to the right alumni, surveying startups and alumni to learn about their needs/expectations

and managing and refining the database of startups and coaches and collecting feedback for improvement.

Relevant characteristics or skills

- An eye for connecting a problem statement to the coach that might know the best solution, based on their characteristics.
- Enjoying the translation of survey data to actionable plans to fulfill the needs of Graduate Entrepreneur's target audience.

The **Finance** workstream is responsible for keeping track of the budget, streamlining internal payment processes and reporting to our stakeholders. This workstream manages the money other workstreams need to perform their tasks and manage the reporting to our stakeholders who provide our budget.

Relevant characteristics or skills

- Experience with budgeting and keeping track of expenses.
- Experience with working in excel.

The **Partners** workstream manages the contact with our partners, such as the universities, incubators, other VC funds, student organisations etc. As we are a starting organization, many of these contacts are not yet in place. This workstream is responsible for building and developing these relations.

Relevant characteristics or skills

- Strong communication skills.

The **Governance & Community** workstream guarantees the continuity of the student board. It is responsible for design and improvement of the application and onboarding procedures for the next student board. On top of that, it ensures that other workstreams provide the new student board with the right information and documents.

Relevant characteristics or skills

- A strategic and organized mindset.

FUND Team 2022-2023

Graduate Entrepreneur manages two funds; the Pre-seed fund of €6 million, offering tickets up to €75,000 and the Seed fund of €47 million, offering tickets up to €5 million for later stage startups. As part of the Fund Team you will oversee the Pre-seed fund, which means you will be taking startups through the funding process from begin to end. This includes tasks such as sourcing, screening, due diligence, contracting and assigning an appropriate mentor! After startups have been funded, the Fund Team helps the startups overcome their challenges in cooperation with our large network of partners and (alumni) coaches. While your focus will be the Pre-seed fund, you'll be in close collaboration with the Seed fund as well, which is managed by a professional fund management team.

In the Fund team, startups looking for funding are assigned a deal team consisting of 2 Fund team members. The two of you will be the face of Graduate Entrepreneur for this startup. You will build a trustful connection with the founders and help them where necessary. Also, after the startup has been funded, the deal team will stay in close contact with the founders. They help them overcome any arising challenges in cooperation with our large network.

Next to being responsible for your startups, you will take part in the portfolio management workstream or the deal flow and pipeline workstream while assisting in two of the Hub team workstreams as well.

The **Portfolio Management** workstream focuses on streamlining processes related to the rapidly growing portfolio of Graduate Entrepreneurs Pre-seed fund. After investments, it's important that start-ups are able to rapidly scale. Deal teams should therefore document all progress and take appropriate action when problems arise. The portfolio management workstream monitors these operations, makes sure the right metrics are documented and aids the deal team where necessary.

The **Dealflow & Pipeline** workstream constantly monitors and optimizes the process from the moment a startup enters the funnel up until a possible investment. The Graduate Entrepreneur Pre-seed fund speaks to approximately 30 startups a month and aims to invest in 2 per month. This means that startups go through our pipeline at a rapid pace, which means processes should be fast, clear and standardized where possible.

Relevant characteristics or skills

- Experience or affinity with venture capital is a plus.
- Pro-active work attitude; both in hard and soft skills.
- Curious mindset, intrigued by learning more about different topics.
- Strong communication skills.