



Events Manager

Location: Remote

Type: Full Time

Reports to: Head of Communications

Your Mission

As the Events Manager at Orbit Startups, you will drive the company's events strategy to enhance brand visibility, foster meaningful connections, and provide valuable experiences for our portfolio companies and the broader startup ecosystem. You'll design and execute high-impact events that strengthen Orbit's position as a thought leader in emerging markets venture capital. This role requires exceptional organizational skills, creative vision, and the ability to build and maintain relationships with diverse stakeholders across our global network.

Your Responsibilities

Drive Results and Insights for Portfolio Companies

- Design and execute strategic events that showcase portfolio companies and connect them with potential investors, partners, and customers
- Create opportunities for portfolio companies to gain visibility through speaking engagements, industry events, and exclusive Orbit-hosted gatherings
- Develop and manage an events calendar that aligns with Orbit's strategic objectives and portfolio companies' needs
- Measure and report on event outcomes, including attendance metrics, lead generation, and portfolio company benefit

Engage the Orbit Ecosystem

- Build and nurture relationships with event partners, speakers, venues, vendors and sponsors across global markets
- Secure sponsorship opportunities for external events from Orbit partners
- Leverage the Orbit mentors and founders to support local events
- Identify and secure strategic speaking opportunities for Orbit leadership and portfolio founders
- Create engaging content for events that highlights Orbit's investment thesis and portfolio success stories
- Represent Orbit at industry events, serving as an ambassador for the firm's mission and values

Be Operationally Excellent

- Manage end-to-end event logistics, including venue selection, registration, attendee communication, and day-of execution
- Develop and adhere to event budgets, ensuring maximum impact within allocated resources
- Create scalable event processes and templates that can be implemented across different regions
- Coordinate with marketing and communications teams to ensure consistent branding and messaging
- Leverage technology tools to streamline event management and enhance attendee experience
- Maintain a comprehensive database of event contacts and insights

Your First Days

By Day 30 you will:

- Develop a comprehensive understanding of Orbit's, investment thesis, and key stakeholders.
- Audit existing event initiatives and create an initial assessment of opportunities for improvement
- Build relationships with key internal team members and begin connecting with external event partners
- Create a 6-month events calendar aligned with Orbit's strategic objectives and portfolio needs

By Day 90 you will:

- Successfully plan and execute at least two high-impact events that showcase Orbit's value proposition
- Establish standardized processes for event planning, execution, and post-event analysis
- Develop a metrics framework to measure event success and return on investment
- Create and implement a strategy for increasing portfolio company participation in relevant industry events

By Day 180 you will:

- Build a robust ecosystem of event partners, vendors and sponsors across key markets
- Drive measurable results through events, including new investor relationships, portfolio company connections, and enhanced brand visibility
- Optimize the events strategy based on data-driven insights and stakeholder feedback
- Develop a scalable approach to regional events leveraging the Orbit ecosystem that can be implemented across Orbit's diverse markets

Your Profile

- 5+ years of experience in event management, with at least 2 years in venture capital, startups, or technology sectors with
- Proven track record of conceptualizing and executing successful events from initial planning to post-event analysis
- Strong project management skills with the ability to manage multiple events simultaneously
- Experience working across diverse international markets, particularly in emerging economies
- Understanding of the venture capital ecosystem and startup community dynamics
- Exceptional interpersonal skills with the ability to build relationships with diverse stakeholders
- Excellent written and verbal communication skills
- Willingness to travel internationally as required (up to 25%)
- Experience with event management software and tools
- Bachelor's degree
- Fluent in English; additional languages preferred

About Orbit Startups

Orbit Startups is a venture capital firm with a mission to drive economic transformation in frontier and emerging markets, capitalizing on the rapid adoption of technology across South Asia, Southeast Asia, Africa, Latin America and MENA. With almost two decades of investment experience in high-growth markets like China and India, Orbit has established itself as a critical player in bridging technology, entrepreneurship, and industry leaders.

How to Apply

Please click on [our job application form](#) to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact jobs@orbitstartups.com.