



Investment Specialist (Saudi Arabia)

Location: Saudi Arabia

Type: Full Time

Your Mission

The Investment Specialist plays a pivotal role supporting program management, deal execution, portfolio management, and company data collection for our Middle East initiatives. You will support investment decisions and program initiatives to improve founder readiness, investor engagement, and ecosystem collaboration. You will build meaningful relationships with founders and partners to ensure they capture value through the Orbit program. This role requires analytical thinking, cross-functional coordination skills, clear communication, and a deep commitment to operational excellence.

Your Responsibilities

Drive Results and Insights for Portfolio Companies

- Conduct comprehensive due diligence on prospective investments, including data gathering, market research, and company analysis.
- Support new deal signing and manage follow-up timelines.
- Analyze portfolio performance using financials and key business indicators.
- Collaborate with founders to develop financial models, identify unsustainable practices, and project future outcomes.

Be Operationally Excellent

- Onboard founders and maintain accurate data for each startup.
- Draft program communications, including newsletters and status updates for founders.
- Document program activities (e.g., photos, attendance, session feedback).
- Organize digital folders and ensure proper program file management.
- Oversee program logistics such as calendar scheduling, material preparation, venue setup, A/V coordination, and F&B sourcing.
- Collect program and portfolio data for internal reporting and tracking systems.
- Proactively schedule sourcing meetings, write meeting notes, follow up with leads, file sourcing documents, and help drive the investment pipeline to completion.
- Support the end-to-end deal execution process.
- Maintain regular communication with the Orbit team on portfolio company updates.

Engage the Orbit and Local Ecosystem

- Maintain regular communication with deal sourcing partners and other channels.
- Help maintain and grow Orbit's investor network.

- Organize and lead ecosystem engagement events and investor showcases.
- Nurture long-term relationships with founders, co-investors, and community partners.
- Act as a brand ambassador for Orbit Startups in the MENA startup ecosystem.

Your First Days

By Day 30:

- Understand the onboarding process and file management system
- Onboarded at least 3 companies
- Finish and score high on the investment training module
- Gain a solid understanding of Orbit's investment thesis, portfolio, and internal systems
- Schedule and manage sourcing calls and meeting notes
- Begin conducting due diligence on potential investments under guidance

By Day 90:

- Complete support for an onsite accelerator program.
- Independently manage the due diligence process for potential investments
- Develop and maintain relationships with assigned portfolio companies
- Develop comprehensive financial models and analyses.

By Day 180:

- Make strategic improvements to onsite program structure and process
- Serve as initial point of contact accountable for a portfolio of companies
- Drive end-to-end deal execution processes

Your Profile

- Bachelor's degree.
- Proven analytical and research capabilities.
- Strong critical thinking and problem-solving skills.
- Exceptional organizational skills and ability to self-manage in ambiguous environments.
- Highly proactive and resourceful.
- Excellent written and verbal communication skills.
- Fluent in both English and Arabic.

About Orbit Startups

Orbit Startups, the emerging markets VC, is a global venture capital firm backing founders who are transforming emerging markets. Orbit invests in technology startups that digitize traditional industries and help people increase income leading to a better quality of life, ensuring future generations inherit opportunity rather than burden.

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.