



Startup Founder & Operations Expert

Location: Remote

Type: Full Time

Reports to: Head of Growth

Your Mission

As the Startup Founder & Operations Expert, you will leverage your deep, hands-on experience as a startup founder to provide operational and strategic guidance to our portfolio companies. You have 10+ years **in operations leadership positions in fast-growing, Series A+ funded startups**, with a proven ability to implement scalable, data-driven processes and solve the unique challenges faced by early-stage companies. Your expertise will be critical in helping founders optimize operations, improve efficiency, and achieve sustainable growth.

Your Responsibilities

Drive Results and Insights for Portfolio Companies

- Conduct 1:1 consultations with startup founders and operational leaders to deliver tailored, actionable guidance rooted in real-world startup experience.
- Design and implement startup-specific metrics to track growth, operational efficiency, and scalability.
- Analyze and solve cash flow, expense management, and runway challenges unique to early-stage companies.
- Lead the development and execution of talent acquisition, training, and retention strategies suited for high-growth startup environments.
- Establish and refine management frameworks that foster agile, cross-functional collaboration typical in startup teams.
- Implement and train founders on financial and operational tools that enhance real-time visibility and decision-making.
- Guide the adoption of customer success and logistics solutions that address the needs of scaling startups.
- Recommend and deploy automation tools to streamline operations and reduce costs, drawing from direct startup implementation experience.

Be Operationally Excellent

- Collaborate with Orbit teams to align support strategies with the realities of startup operations.
- Co-develop and iterate on growth processes with startups, ensuring recommendations are practical and actionable for early-stage environments.
- Provide ad hoc support, lead workshops, and share operational best practices drawn from your startup experience.

- Document and disseminate startup-focused operational learnings across the portfolio and Orbit team.

Engage the Orbit Ecosystem

- Build and maintain strong, trust-based relationships with founders, serving as a hands-on operational advisor.
- Leverage your startup network to connect founders with relevant talent, resources, and expertise.
- Identify and facilitate cross-portfolio collaboration and resource sharing opportunities that are particularly valuable for startups.

Your First Days

By Day 30 you will:

- Establish relationships with portfolio startups
- Assess startups unique operational challenges
- Be familiar with Orbit's investment thesis and systems.

By Day 90 you will:

- Deliver tailored operational improvement plans for key portfolio companies
- Establish regular founder touchpoints
- Demonstrate measurable operational improvements in at least three portfolio companies.

By Day 180 you will:

- Show significant business impact through operational improvements across the portfolio
- Create a library of operational best practices based on portfolio learnings
- Develop scalable frameworks that can be applied across multiple portfolio companies

Your Profile

- 10+ years of operational leadership in startups as founder, COO or senior executive role
- 3+ years of demonstrated P&L ownership and experience in making critical decisions
- Proven track record of implementing operational improvements that drove business growth
- Strong analytical skills and data driven decision-making skills, with experience using startup relevant tools and dashboards,
- Experience hiring, training, and managing high-performing teams
- Managed teams of 20+ employees in startup or scale-up environments
- Cross-functional leadership experience with the ability to influence without direct authority
- Recognized by peers for integrity, honesty and humbleness
- Familiarity with financial tools, operational systems, and automation technologies
- Proactive and takes initiative without explicit direction,
- Comfortable challenging the status quo and always expanding knowledge base
- Engaged listener who prioritizes understanding before action
- Excellent communication skills with the ability to explain complex concepts simply
- Bachelor's degree required
- Fluent in spoken and written English, second language preferred

About Us

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.