

Basel Area Business & Innovation is the investment and innovation promotion agency dedicated to helping companies, institutions and startups find business success in the Basel Area. The organization targets and attracts companies to settle, supports founders of innovative ventures, and drives high-growth initiatives in order to establish the region as the Swiss business and innovation hub of the future. The non-profit agency focuses on growing the area's cutting-edge industries life sciences, healthcare and production technologies and manages the Switzerland Innovation Park Basel Area, which houses the organization's accelerator programs. The agency serves the cantons of Basel-Landschaft, Basel-Stadt and Jura.

We are looking for a highly motivated and responsible individual to join our Innovation & Entrepreneurship team, beginning immediately or by agreement as

Manager Entrepreneurship Initiatives 60%

In this position, you will be responsible for the further development of the dynamic entrepreneurship initiative and projects as part of the entrepreneurship strategy and implementation.

Your responsibilities

- Manage projects with multiple stakeholders internally and externally; including compliance and KPI reporting
- Secure customer-oriented and proactive support of startups and innovators; respond quickly and in high quality to incoming requests
- Active participation in reaching, capturing and reporting the entrepreneurship KPI's
- Community and communication management and coordination (stakeholder communication, creating write-ups of events and workshops in collaboration with our marketing team and external partners)
- Online and offline research, analysis and reporting
- Preparation of presentations
- Sporadic representation at regional entrepreneurship events (currently online); including travel

Your profile

- Degree in biology, chemistry, engineering or economy / economic policy
- 8-10 years of operational experience and consulting
- Initiative personality with business skills and innovative / creative mindset
- Startup experience as a founder or early employee or similar experience within the startup environment
- Very strong customer and service orientation
- Entrepreneurial spirit, strong problem solving competencies
- Independent workstyle, self-driven and able to cope with ambiguity

- Strong organisational skills
- Strong project management and methodology skills, design thinking knowledge is a plus
- Fluent in English and German (French is advantageous)

Please send your application to: jobs@baselarea.swiss