E4E AFRICA · JOB DESCRIPTION

Job Description — Chief Operating Officer

Cape Town · Full-time · Reports to Partners

About E4E Africa

E4E Africa is a Cape Town-based venture capital fund manager backing high-potential, tech-enabled businesses across South Africa and East Africa. The firm invests at the Series A stage and operates through a distinctive holding company structure, with an independent investor base.

Since inception, E4E has raised multiple investment funds and associated SPVs for outperforming portfolio companies, deploying capital across a growing portfolio of high-growth businesses. The firm is fast-growing and actively raising its next vehicles.

Our team is small, deliberate, and entrepreneur-minded — we work closely with the companies we back.

The role

Why this role exists now

As E4E grows, the operational and management responsibilities that currently sit distributed across the partners need a single owner. The partners' time must be freed up for their highest-value work: fundraising, investments, portfolio management, and board positions. This role exists to consolidate those operational responsibilities into a single owner, so the firm runs smoothly and professionally while the partners focus where they add the most value.

What the role is

This is a senior operational leadership role. The COO sits directly under the partners and takes ownership of the day-to-day operations of the firm — fund operations, investment support, portfolio oversight, and organisational coordination. The work is varied, broad in scope, and requires someone who can hold the full picture of the firm in their head and make sure every part connects.

Key responsibilities

Fund & Investment Operations

- Act as main point of contact for the fund administrator and CFO — maintain the relationship, keep track of their work, and understand what they are doing and why.
- Coordinate the financial side of investor onboarding — capital calls, money flow, and fund-level mechanics.
- Manage treasury and cash — understand liquidity position, liquidity buffer, and cash availability; coordinate with the CFO.
- Ensure capital calls go out on time.
- Ensure fund reporting is clear, managed properly, and goes out on time at the right quality.
- Sit with the fund administrator to ensure governance is done and reporting is completed.
- Oversee coordination of all fund operations work — ownership of coordination sits with the COO; execution sits with the CFO and fund administrator.
- Stay close to the investment team on deal execution — understand the deals in process, while the investment team runs the deals themselves.

Capital Planning & Investment Coordination

- Coordinate capital requirements — understand what investments E4E expects to make over the next 6–12 months.
- Ensure investment activity aligns with available capital and fundraising ambitions — flag mismatches between expected investments and capital position.

Portfolio Oversight & Support

- Ensure E4E receives complete and accurate financial reporting from all portfolio companies.
- Oversee the ingestion of portfolio company financials into E4E’s intelligence platform.
- Produce investor reporting for each fund and for co-investment SPVs based on underlying portfolio company performance.
- Monitor and report on fund liquidity, cash preservation, and capital position across all funds and SPVs.
- Develop and hold a view on valuation methodologies — valuations are not set by the COO, but you need to understand them, be aligned with them, and be able to challenge them.

- Combine portfolio performance, valuation, and fund-level data into a structured view of each investment fund for partners and investors.
- Manage the Portfolio Analyst to develop and produce financial dashboards and management reporting.

Organisation & Team

- Coordinate across the Head of Investments, Portfolio, CFO, and Legal Counsel — ensure the different areas interact smoothly and friction is identified and resolved early.
- Run team meetings effectively — ensure the right topics are discussed, decisions are captured, and follow-through happens.
- Hold a view on organisational headcount — what the next hires should be, whether there is financial capacity, when to hire, and who to hire.
- Ensure performance conversations are happening across the team — who is doing well, who isn't, and making sure this is covered consistently.
- Coordinate team sessions covering both strategy and culture — ensure input comes from partners and team members alike.
- Identify potential friction points between functional areas and address them before they become problems.

Partner & Strategic Support

- Attend and participate in partner meetings.
- Prepare for and coordinate the Shareholder Advisory Committee — ensure documentation is ready, quality is high, and the concerns and opportunities partners see are understood and covered within the organisation.
- Support fundraising — track where the fundraise stands and create a clear capital inflow forecast
- Track investor onboarding from a customer service, financial and operational perspective.
- Take on ad hoc strategic projects and priorities from the partners.

Who we are looking for

We are looking for someone with an operationally strong, operator mindset — a detail-oriented generalist who thrives across a broad and varied scope of work. This person is genuinely comfortable working independently, picking up multiple tasks across different fields and delivering on them without needing constant direction. They are smart, self-motivated, and capable of handling ambiguity and breadth on their own. Beyond individual delivery, they are a visible presence in the office — someone who motivates the team, contributes to building organisational culture, and brings energy to the day-to-day. Independence is the defining trait: this person does not wait to be told what to do next.

Background

- A former CFO or COO at a startup or scale-up. This person has lived the operational reality of a growing company — building teams, putting processes in place, managing through the messy middle of scaling. They understand how companies actually grow from the inside, which gives them strong operational instincts and empathy with founders. What they want now is to move across into the investment side and apply that operational lens in a different context.
- An existing COO at a fund. This person already knows fund management and fund operations inside out — portfolio administration, reporting, LP management, the mechanics of running an investment vehicle. What they are looking for is a more entrepreneurial environment: less corporate structure, more room to build and shape things themselves, closer to the founders and the deals.

Both routes converge on the same person: someone who understands either the company side or the fund side (ideally both), and is hungry for a role where they can operate with real autonomy and entrepreneurial energy.

What they are unusually good at

- Getting things done — on time and on quality. This person does not just know what needs doing; they are ahead of it. They anticipate what is coming next, understand what is required before being asked, and execute at a standard that does not need a second pass.
- Seeing the whole board — and acting on it. They hold multiple perspectives simultaneously — investor, portfolio company, entrepreneur, and internal team — and understand how each one experiences a decision or event. They interlink these perspectives and translate them into concrete operational decisions.

- Understanding how a fund operates end-to-end. They need a genuine, working understanding of three connected systems: how a fund operates, how investors think, and how entrepreneurs think and companies behave — not textbook knowledge, but lived understanding.

What would make someone wrong for this

- A pure CFO. We already have a CFO. This is not a finance role dressed up with a broader title. The person needs to be capable of CFO-level work — financially literate, able to handle the financial dimensions of fund operations — but oriented toward COO work, not CFO work. In a fund, the COO role is more financial than it would be in an operating business, so the temptation is to hire someone who defaults to the CFO seat. That is the wrong hire. We need someone who can do that work but wants to operate beyond it.
- Someone who has only functioned inside layers. A candidate who has spent their career in a large organisation, five levels below the CEO, executing clear instructions handed down from above, is not right for this. This role requires genuine independence — someone who can look at the organisation, understand what needs to happen, identify what needs to improve, and move on it without being told. They need real leadership skills and leadership understanding, not just a track record of executing other people's plans.

What we offer

- R150,000–R180,000 per month (R1.8m–R2.16m per annum), commensurate with experience.
- Approximately 1 month bonus, at partner discretion.
- Opportunity to participate in the carry of the fund.
- Office-based role in Cape Town — in the office the majority of the time.
- A fast-growing, distinctive fund manager with a genuine edge in the market.
- A path to partnership for the right person.

How to apply

Please complete the **application form** for this role. We review applications on a rolling basis and will aim to respond to candidates within two weeks.

E4EAFRICA VENTURES (Pty) Ltd is an authorised Financial Service Provider FSP 54128