E4E Africa

E4E AFRICA · JOB DESCRIPTION

Job Description — Chief of Staff

Cape Town · Full-time · Reports to Partners

About E4E Africa

E4E Africa is a Cape Town-based early-stage and growth investor backing high-potential companies across Sub-Saharan Africa, with a primary focus on South Africa and East Africa.

Since inception, E4E has raised three investment funds and associated scale up SPVs for outperforming portfolio companies with a combined AUM of over $50M, now substantially deployed across a portfolio of high-growth businesses. The firm is expecting to add at least $20M in AUM per annum.

In 2025, E4E launched its third vehicle, an evergreen investment holding company. The holding company invests across three mandate areas:

1. Follow-on investments in the best-performing companies from E4E's existing portfolios
2. New early-stage opportunities with the potential to scale into significant growth-stage businesses
3. Later-stage investments in the continent's top-performing growth-stage companies

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

The role

Why this role exists now

E4E is at a stage where the volume and complexity of work across capital raising, investor relations, marketing, hiring, and day-to-day operations has outgrown what the partners can coordinate themselves. The Chief of Staff will ensure that projects move, investors are informed, the brand is maintained, and the team has what it needs to function well.

What the role is

This is a high-trust, generalist operations role. The Chief of Staff will work directly with the partners to keep the firm running - from coordinating capital calls and investor communications, to managing our public-facing presence, to running hiring processes and keeping the office functioning. The work is varied, fast-moving, and hands-on.

Key responsibilities

Capital raising and investor relations

- Coordinate investor presentations, LP newsletters, and regular reporting cycles
- Manage investor CRM and maintain accurate investor records
- Administer periodical pro-rata capital calls and ensure timely execution
- Coordinate investor events
- Liaise with the finance function to ensure information flows smoothly
- Coordinate the E4E Partners Network and support ongoing investor engagement

Marketing and communications

- Manage E4E's social media presence (LinkedIn, and other channels as relevant)
- Maintain and update the E4E website
- Draft and coordinate PR and announcements
- Produce brand collateral — presentations, one-pagers, and firm materials
- Support event logistics and promotional activity

HR and office management

- Coordinate hiring processes — from JD distribution through to candidate intake
- Manage onboarding for new team members
- Run team events, weekly meetings, and maintain team calendars
- Oversee office management and day-to-day workplace needs
- Support team operations and ensure the team has what it needs to work effectively

Project management

- Drive partner-led initiatives and track strategic projects to completion
- Prepare board papers and partner meeting materials
- Anticipate partner needs and pre-emptively resolve blockers
- Coordinate cross-functional work across the firm
- Chase outstanding items and ensure deadlines are met

- Support investor events and firm offsites from a project management perspective

Who we are looking for

Experience and background

- 5–8 years of professional experience, ideally in operations, project management, consulting, or a similar generalist role
- Exposure to venture capital, private equity, or financial services is an advantage but not required
- Comfortable engaging with high-net-worth individuals and institutional investors
- Strong numerical literacy — you can read a cap table, understand a capital call, and work with financial schedules without being a finance specialist

Skills and attributes

- Exceptional written communication — you can draft an investor update, a LinkedIn post, and a board paper with equal clarity
- Project management in your bones — you instinctively break down ambiguous work into tasks, owners, and deadlines
- Zero task snobbery — no job is too small, and you lead by doing
- Fast learner who picks up new systems, tools, and contexts quickly
- A serve-first mindset — you measure your success by how much easier you make everyone else's work
- Comfortable working with AI tools and modern software — you see technology as leverage, not a burden
- Discreet and trustworthy — you will handle sensitive investor and firm information daily
- South African or eligible to work in South Africa

What would make someone wrong for this

- You need to be the primary investor-facing fundraiser — this role coordinates and supports, it does not own the investor network
- You want to be in the investment decision-making process — this is not an investment role
- You are looking for a narrow specialist role — this is deliberately generalist and varied
- You see operations as a stepping stone to something else within 12 months

What we offer

- Competitive salary (R70,000–R90,000 per month, commensurate with experience)
- Direct exposure to the private equity and venture capital ecosystem across South Africa and East Africa
- A high-trust, high-autonomy working environment
- Office-based role in Cape Town
- Opportunity to shape how a growing investment firm operates and scales

How to apply

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