

Title: Senior Executive - Investment Manager, Venture Portfolio
Grade: Level E
Department: Venture Funding
Business Unit: Investment Solutions
Reporting to: Department Manager, Venture Funding
Location: East Point, Dublin
Job Reference: 026.EI.26E
Salary: €81,475
Closing Date: 19th March 2026

Applicants must have employment eligibility to work in Ireland and be available to work in the Enterprise Ireland location specified for the role.

Background

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy nationally and regionally.

Our strategy, 'Delivering for Ireland, Leading Globally 2025-29', is focused on supporting Irish business to accelerate sustainably and increasingly contribute to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

The Venture Funding Department oversees Enterprise Ireland's Seed & Venture Capital Schemes, where Enterprise Ireland invests into venture funds with the objective of increasing the supply of risk capital to typically early-stage Irish SMEs. Enterprise Ireland currently has over 45 active venture fund positions. These funds have mandates to invest into Irish SMEs and a number are also pan-European or globally oriented funds. The Department also oversees the HBAN (Halo Business Angel Network) programme.

Role Purpose

This role offers a unique opportunity for the successful candidate to work on one of Ireland's largest fund of fund VC investor portfolios. The investment activities of this portfolio contribute to the growth of Irish companies, enabling them to reach their full scaling potential. It is an exciting and rewarding role where the successful candidate will develop relationships with a broad range of stakeholders, internal and external to Enterprise Ireland and understand how the team's activities positively impact Irish SMEs in high growth sectors.

Working closely with key internal and external stakeholders, the successful candidate will have responsibility for the monitoring of venture fund investments held by Enterprise Ireland and involvement in the selection of new venture funds.

The candidate will also manage the contract and relationship with the HBAN service provider and other related activities as may emerge. The role of HBAN is to build the ecosystem in Ireland for angel investment activity so that early stage companies can raise the capital needed to support their growth at start-up stage.

The successful candidate will also actively contribute through building strong relationships with internal EI sectoral teams to the ongoing development of the funding landscape to ensure that it is both supportive and responsive to the needs of our clients in each of Enterprise Ireland's key sectors.

Key Deliverables

- Monitor and lead strategy delivery on Enterprise Ireland venture fund portfolio activity, contributing to producing informative and insightful quarter and year end portfolio reports in relation to the SVC Scheme funds' delivery on strategy.
- Evaluate new fund investment opportunities, carry out due diligence on the investment strategy and team to ensure alignment with Enterprise Ireland strategy and goals.
- Manage legal aspects of Partnership Agreements with the venture managers and liaise with EI legal advisors.
- Manage the relationship with the HBAN programme service providers and stakeholders, contributing to planning in relation to the HBAN contract.
- Build relationships with fund managers and take responsibility for management of fund interactions and negotiations.
- Deliver market activity reports encompassing both Enterprise Ireland direct, indirect and third-party investment activity to identify market gaps in funding and investment.
- Coach and mentor colleagues within the team as required and share knowledge and expertise with the wider Enterprise Ireland team.

Functional Competencies (Key Skills and Knowledge)

- Demonstrated skills and experience of working with venture funds and/or with early stage companies who have raised equity to fund their growth is essential.
- Demonstrated understanding of the role of equity investment in the funding path of growing, high potential businesses is essential.
- Demonstrated knowledge and understanding of the funding environment and the associated challenges faced by Irish scaling companies in key growth sectors for Enterprise Ireland is essential.
- Excellent commercial and analytical skills together with demonstrated capability to effectively evaluate and resolve issues with fund managers and relevant stakeholders is essential.
- A third level financial qualification, or a business qualification with a financial or technology focus, is essential.
- Strong IT skills in SharePoint and Excel are desirable.
- An appreciation of, and interest in, the current trends shaping the local and international funding landscape and how this will impact the ability of SMEs to secure capital.
- Strong influencing, relationship building and networking skills with an ability to develop and expand on contacts within the funding community.
- Excellent oral and written English communications skills to enable effective engagement and interactions across the range of stakeholders.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables you and others to excel in terms of job performance.

Salary Scale:**€81,475 - €100,064 per annum contributory superannuation**

Rising to €106,220 by long service increments

€78,696 - €95,058 per annum non-contributory superannuation

Rising to €100,909 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. **

Application and Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate



account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short supporting document (maximum 2 pages – template attached) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, please send a detailed CV and supporting document quoting reference number **026.EI.26E** to TalentAcquisition@enterprise-ireland.com to be received on or before **19th March 2026**.

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact TalentAcquisition@enterprise-ireland.com

ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON MONDAY 2nd MARCH 2026

Enterprise Ireland is an equal opportunities employer

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