

VP Operations and Finance

- ➔ Location: Kenya (Nairobi preferable)
- ➔ Start date: Immediately
- ➔ Type: Full-time

Who we are

Neopenda is dedicated to creating cutting-edge technology solutions that meet the needs of underserved healthcare workers and communities in emerging markets. We know firsthand the challenges of healthcare in low-resource settings. As biomedical engineers, we leverage technology and user-centered design to create better, more affordable medical devices. Our first product, neoGuard™, is a 4-in-1 wearable vital signs monitor that provides real time data to healthcare workers.

Neopenda is an early-stage, venture-backed startup. We have launched in Kenya and are scaling our efforts globally. We have a diverse and passionate team, with team members in the US, Kenya, Uganda, and Nigeria. We are deeply rooted in our values:

- Sustainability
- Integrity
- Equity
- Inclusivity
- Humanity
- Resilience

Learn more about us online: www.neopenda.com

What you'll do

As our VP of Operations and Finance, you will be the right-hand of Neopenda's founders, reporting to the CEO. This role will help refine Neopenda's organizational vision, translate that vision into achievable goals and milestones for the team, and execute on these priorities. Areas of ownership include:

- Strategic Operations Leadership
 - Provide strategic guidance on company growth strategy
 - Develop an operating plan (systems, people and processes) to implement company growth strategy
 - Establish, refine, and evaluate company goals, milestones, and KPIs
 - Negotiate contracts with various partners and suppliers (with support from company legal counsel)
 - Manage supply chain, quality, & finance functions (managing one direct report to start, with the intent to grow)
 - Ensure compliance to company, federal, and local business requirements
 - Refine company policies and manage human resources to promote company culture and vision
 - Refine Neopenda's hiring plan, and lead recruitment, hiring, and onboarding activities
 - Develop internal infrastructure systems for long-term sustainability
 - Oversee day-to-day business operations
- Financial Management & Investor Relations
 - Manage Neopenda's finances, including refining budgets, financial models and forecasts, and maintaining accounting
 - Support in grant management
 - Manage investor, board of director, and board of advisor reporting and relations

- Additional responsibilities may evolve based on your interests and Neopenda's business needs

What we're looking for

This position is fast-paced, has broad and diverse responsibilities, and will significantly influence the growth and efficiency of Neopenda.

- Minimum 5 years business operations experience, with at least 2 years at a startup (required)
- Expertise in accounting, cash flow management, and financial model creation & maintenance (strong preference for experience at a hardware company)
- Experience with investor relations (required), with strong preference for experience with early stage funding rounds
- Experience working with US-based organizations (preferred)
- Ability to effectively organize, manage, and prioritize diverse tasks
- Excellent interpersonal and public speaking skills

Why join Neopenda?

- We're a scrappy, inclusive, and authentic team that is rapidly growing.
- You'll be helping pioneer health tech in emerging markets. We've got our sights set on massive impact in global health.
- You'll have the freedom to think creatively and operate in way that works best for you. You'll have significant ownership and the ability to guide strategy as we continue to grow.
- You'll have access to our network of global experts within our team, our panel of mentors, and our groups of advisors.
- Your efforts will quickly and directly impact the lives of the vulnerable patients we serve.
- Competitive salary and potential ownership through stock options.
- We gladly provide benefits to each of our full-time team members. Benefits include company contribution towards health insurance and retirement. Our team also enjoys monthly happy hours and quarterly events.

If you are interested in this position, please send a CV to careers@neopenda.com.