



## Senior Manager of Platform Business, APAC, CIC Tokyo

### Job Information

**Hiring Company**
[CIC Japan G.K.](#)
**Job ID**

1497802

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

January 29th, 2025 11:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**ABOUT CIC**

CIC builds and operates a global network of innovation campuses where startups, scale-ups, corporations and public entities connect, work, and grow. Founded in 1999 in Cambridge, Massachusetts, CIC manages more than 111,000 square meters of innovation-focused workspace, laboratories, and event space across North America, Europe and Asia. Additionally, CIC develops through its Platform division innovation-related programming, builds and enables industry clusters, and provides world-class innovation consulting.

CIC Platform includes Captains of Innovation, CIC Connect and CIC Institute. Captains of Innovation provides innovation consulting services to CIC global stakeholders, CIC Connect provides market access and global innovation infrastructure services through CIC network, and CIC Institute supports the Japanese ecosystem with innovation programming. CIC Platform works closely with CIC centers across the world as well as with Venture Café, the global community activation programming of CIC.

**ABOUT CIC TOKYO**

CIC Tokyo, opened in October 2020, is our first Asian site, uniquely positioned in the Minato-ku business district as a leading innovation hub in Japan. Spanning 6,000 square meters in the Toranomon Hills Business Tower, it offers expansive workspace for over 250 companies focused on growth and global expansion. Esteemed for its impact on startups and innovation, CIC Tokyo frequently hosts VIPs like Prime Minister Kishida and Governor Koike, and is acclaimed as a

prestigious center for new businesses and startups in Japan. CIC Institute is a division of CIC that carries out startup and innovation related projects to support startups and develop innovation ecosystems, using both knowledge and the global network of CIC. The Institute currently does its work taking on events, community building, and consulting projects that support innovation, collaboration, and a stronger innovation ecosystem in key industries and geographies.

## OVERVIEW

The Senior Manager of Platform for APAC will focus on strategically expanding CIC Platform influence and business operations in the APAC region. As a Senior Manager of Platform, you will work with all three Platform departments and will need to coordinate and liaise with all three teams based throughout the CIC network. This includes, but not limited to, expanding Captains of Innovation's innovation district and corporate innovation offering, creating new vertical innovation clusters for industries across CIC network, expanding CIC Connect's market access services to new countries from and to East Asia, creating new innovation product and services that can scale throughout CIC network, and expanding CIC Institute innovation services to private sector stakeholders in the Japanese and East Asia market.

## YOUR DAY-TO-DAY WORK

You will join the Platform team reporting to the Managing Director of CIC Connect and working closely with the Chief Innovation Officer (CINO). As Senior Manager of Platform Business you will also have a soft reporting to a Partner at Captains of Innovation and the Director of CIC Institute.

Responsibilities include, but are not limited to:

- Working directly with Platform senior leaders, directors, innovation consultants, and other key staff to deliver consulting and innovation services and research efforts, create new products and services and pilot them with the support of the Platform implementation team.
- Building and maintaining high-level relationships with external government partners, industry leaders, and other key stakeholders across different regions to enhance program offerings and strategic alignment.
- Collaborating with Platform leadership and team to manage existing partnerships and cultivate new pipelines to expand program reach and impact.
- Demonstrating a comprehensive understanding of the client's business, products, services, and value proposition to potential partners, along with the broader industry, particularly related to client objectives.
- Spearheading expansion initiatives of Platform services across key global markets by identifying and cultivating new business opportunities.
- Compiling resources and preparing materials for topics that regularly arise within the course of service delivery.
- Engaging in creative and collaborative hypothesis-led problem solving, and framing and communicating recommendations for clients and partners in coordination with Platform key staff. Conducting fast, high-quality, confidential research and analysis on a variety of topics and industries for the industry-agnostic Platform teams.
- Developing financial models to predict outcomes, set budgets, and analyze program efficacy. Utilize financial insights to steer program directions and adjustments, ensuring profitability and sustainability.
- Preparing materials, assisting with scheduling, and recording notes in support of consulting conversations.
- Facilitating coordination and communication across the team.
- Providing additional support for other Platform engagements as needed, in consultation with the Managing Partner.

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## Required Skills

### ABOUT YOU

We like to work with service-minded people who are dependable and able to work independently.

More specifically, we are looking for someone who possesses the following characteristics:

- A voracious qualitative researcher, driven by a passion for startups, innovation, and entrepreneurship.
- A self-starter with a strong work ethic who is comfortable multitasking multiple research tasks while remaining detail-focused.
- Strong communication skills, including the ability to build a persuasive written argument in research reports.
- Ability to work independently for lengthy periods on projects.
- Strong relationship with technology; Mac and Google Suite proficient.

### YOU HAVE

- Strong track record of developing and executing sales strategies and global partnerships, managing sales pipelines, and performing financial analysis.
- Excellent project management skills, with extensive experience in overseeing the implementation of complex, cross-functional programs.
- Proficient in CRM tools like Hubspot, and project management software to manage deliverables and stakeholder engagement.
- Outstanding communication and interpersonal skills, capable of engaging effectively with diverse international audiences and cross-cultural backgrounds.
- Ability to work remotely and manage tasks effectively across different time zones.
- Fluent in English and Japanese

### Expectations include:

- Strategic thinker with a proactive approach to problem-solving.
- Exceptional leadership and team-building skills.
- Adaptability and resilience in a dynamic global business environment.

### OUR OFFER

- Competitive salary, commensurate with experience.
- Permanent contract.
- Commuting / Transportation allowance.

- Massage session once a month.
- Allocated budget for training (customized to specific requirements of the role and organization's objectives).

Please submit your application in English. Thank you!

CIC welcomes all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status or disability. We are proud to be an equal opportunity employer.

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## Company Description