

## Job Opening

**Job Posting: March 2022**

**Application Deadline: 30 days or  
until position is filled**

**JOB TITLE:** Program Manager, Venture Capital

**LOCATION:** NYC

**DEPT:** Small Business & Technology Development

**BASIC FUNCTION:** The Project Manager is responsible for providing support to the NYSIVC Fund's Managing Director and senior staff in all aspects of the venture capital investment process and is integrally involved in all aspects of the NYSIVC Fund, including the identification of potential investments, due diligence related to those investments, and post-investment activities related to the investment portfolio. This person will also gather and organize data and create reports to support and evaluate metrics of the program.

### **WORK PERFORMED:**

- Supporting active deal flow by reviewing and sourcing new investments including screening companies for compatibility with program, participating in meetings with founders and entrepreneurs, attending relevant conferences and networking events, and maintaining deal pipeline records.
- Participating in all aspects of the investment due diligence process including research on market sizing and mapping, competitive market identification, customer/partner and other reference calls, and general industry research.
- Preparing new investment deal review and presentation materials for the NYSIVC Fund Investment Advisory Committee and the ESD Board of Directors.
- Developing and maintaining data and metrics about the portfolio companies and program and creating reports for various stakeholders.
- Evaluating market trends and opportunities related to venture capital, the strategic industries the program invests in and the entrepreneurs we serve to continue to grow and develop the program.
- Maintaining the NYSIVC company portfolio--This includes collecting and reviewing quarterly financial information, maintaining investment data, preparing company updates, and constructing professional presentation materials.
- Other duties as assigned.

**Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.**

### **EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree (or equivalent) in finance, computer science, engineering, physical sciences, business administration, life sciences or related field.

Equivalent Experience required: 3+ years' experience working in finance, venture, start-up high growth business, consulting, banking, science and engineering, economic development, start-up high growth business, or community/economic development.

Ideal candidates will have demonstrated interest and experience in work with innovation start-ups and have demonstrated strong analytical, logical reasoning, and networking building skills.

Knowledge required: Excellent organizational, writing, researching, and presentation skills. Understanding of the needs of start-up companies; financial analysis skills; and ability to independently collect data, analyze information, and weight the risks associated with investment decisions.

**APPROXIMATE HIRING SALARY:** \$65,000 - \$70,000 (w/ comprehensive benefits package)

### **INQUIRE**

Maria Gately – HR Recruiter, Human Resources Dept.

**External Candidates:** Send resume to [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body

**Internal Candidates:** Complete [Posting Application](#) and attach a copy of resume

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