



Maine Venture Fund Job Description

Position: Investment Analyst
Reports to: Managing Director

Position Objective: Working closely with the Managing Director, manage deal screening, diligence, analysis, and underwriting of investment opportunities. Manage specific business relationship goals at assigned companies, and report and measure progress. Lead efforts on marketing and public relations for the fund to attract investment opportunities and co-investors.

Position Overview: As an Investment Analyst at MVF, you will have an exciting opportunity to help grow Maine's economy with venture-backed startups and small businesses. Your responsibilities will include analyzing the necessary business insights to screen potential investment opportunities and establish meaningful relationships with portfolio companies. The ideal candidate will possess both a business background and experience that enables him or her to drive engagement and effectively interact with startup and small business leaders. Candidates should also have a demonstrated ability to think strategically and analytically about business and product challenges, with the skill necessary to build and convey compelling value propositions and work cross-organizationally. A keen sense of ownership, drive, and bias for action is a must. Candidates will also possess a passion for new technology and businesses and how they can shape the Maine's economic future.

Primary Responsibilities:

- I. Deal sourcing, screening & diligence
 - II. Sector analysis in conjunction with key opportunities (portfolio management)
 - III. Fund marketing & communications
 - IV. Ad hoc projects
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- I. Deal sourcing, screening & diligence:
 - a. Consistently source investment opportunities, follow-up on leads, and manage the overall relationship building process with potential portfolio companies;
 - b. Move potential portfolio companies through the pipeline with appropriately increasing levels of diligence and analysis;
 - c. Conduct brief but intense sector analyses for key opportunities;
 - d. Conduct due diligence on portfolio companies.



- II. Portfolio management:
 - a. Conduct analysis on company reports and board meetings looking for key trends, emerging issues, opportunities, and progress toward goals;
 - b. Working with OOM, identify upcoming key dates for securities held and preliminary recommendations for fund action;
 - c. Maintain dashboards for each portfolio company, including summary graphs and charts;
 - d. Maintain MVF company and portfolio market valuation matrices and prepare semi-annual report (November and May);
 - e. Working with OOM, ensure portfolio companies comply with all reporting requirements.

- III. Fund marketing & communications:
 - a. Manage relationship with PR firm and other contracted resources;
 - b. Work with Managing Director and the fund's marketing committee, develop and execute annual marketing campaigns. Tactical components may include:
 - i. Creating social media posts (Facebook, LinkedIn, and Instagram)
 - ii. Writing and editing blogs and newsletters
 - iii. Speaking at relevant events
 - iv. Writing and editing press releases

Qualifications

- 5+ years of demonstrated relevant experience in business development, venture capital, start-up leadership, or financial services
- Strong financial background and understanding venture capital deal making
- Ability to discuss fundraising activities, capital structure alternatives, and standard term sheet
- Experience developing and leading relationship building activities with C-level executives, and demonstrated success in identifying, initiating, and nurturing new or on-going business opportunities
- Strong written and verbal communication skills, and advanced Excel skills
- Acute attention to accuracy and detail
- Strong ability to multitask and prioritize workflow in fast-paced, start-up, environment
- Must live in Maine and be able and willing to drive to towns and cities across the State
- Bachelor's degree required; graduate degree preferred

Maine Venture Fund is an equal opportunity employer, considering all qualified applicants and employees for hiring, placement, and advancement, without regard to a person's race, color, religion, national origin, age, genetic information, military status, gender, sexual orientation, gender identity or expression, disability, or protected veteran status.

To apply, please submit résumé and cover letter to info@maineventurefund.com. Thank you.