



Application Process:

Email cover letter and resume to:

julia.campbell@missouritechnology.com

Venture Associate Missouri Technology Corporation

The Missouri Technology Corporation (MTC) is a public-private partnership created by the Missouri General Assembly to promote entrepreneurship and foster the growth of new and emerging high-tech companies in the State of Missouri. MTC seeks a highly motivated, self-driven, organized candidate ideally with strong ties to the Missouri entrepreneurial ecosystems to be responsible for the day-to-day management of its IDEA Fund (see description below).

Established in 1994, MTC makes strategic investments that help high-growth potential entrepreneurs create and grow Missouri-based businesses. MTC achieves its mission by making equity-based investments through a state-sponsored venture capital program ([IDEA Fund](#)) and grant-based support of entrepreneurial support organizations. Through the IDEA Fund, MTC has invested nearly \$46 million into over 140 Missouri-based high-growth potential technology-focused companies which have raised over \$1.3 billion in additional private capital.

Since its launch in 2010, the IDEA Fund has supported the growth of some of Missouri's most high-profile and successful technology startups of the past decade, including Benson Hill Biosystems (NYSE: BHIL), PayIt, CoverCress, JBara Software (Gainsight), Confluence Life Sciences (acquired by Aclaris Therapeutics NASDAQ: ACRS), MediBeacon, and Geneoscopy. The IDEA Fund has been recognized by the U.S. Department of Treasury as one of the most successful state-backed programs for attracting private capital to grow early-stage technology companies, and by PitchBook for being among the most active venture investors in Missouri.

Additionally, the pay scale for this position is closer to that of a state agency or non-profit rather than a for-profit venture fund. Please note that MTC does not collect a carry on its investments, therefore compensation for the position will not include a share of the carry.

Venture Associate Position

The Venture Associate will report directly to the IDEA Fund Manager and is a full-time, exempt position (exempt from earning overtime).

Salary and Benefits: Candidates will be compensated based upon experience with an annual salary ranging from \$50,000 - \$75,000, along with full medical and dental insurance, 401k, paid time off, and paid holidays.

Travel Requirements: Semi-regular travel throughout the State of Missouri.

Residency Requirement: Must currently be a Missouri resident or willing to relocate to the State.

Main Responsibilities:

In support of the IDEA Fund Manager, the position will be responsible for ongoing program operations related to the IDEA Fund, including but not limited to:

- Building maintaining relationships with key statewide stakeholders to solicit new investment opportunities
- Coordinating communications and outreach initiatives for each award cycle



- Coordinating the intake and processing of applications to the IDEA Fund, and spearheading communications with applicants.
- Managing the due diligence process of awarded companies and liaising with key stakeholders
- Maintain data storage and information on applicable systems
- Preparing materials and documents for the IDEA Fund manager to present to the Investment Committee and Board of Directors
- Support the IDEA Fund Manager on other duties and programs as assigned.

Required Skills/Abilities:

- Clear, effective, and organized written and verbal communication.
- Excellent organizational skills, attention to detail, and strong time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to work independently on complex and confidential assignments without detailed instruction.
- Ability to multitask and remain flexible in a fast-paced environment.
- Proficient in standard office management, communications, presentation, and productivity tools (e.g. Microsoft Office, Hubspot, etc).
- Must possess a valid driver's license and reliable transportation for work-related travel.

Education and Experience:

- Bachelor's degree from an accredited college or university is required.
- 2 to 5 years of project and program management experience required; preferably in early-stage portfolio management and/or investments in early-stage high growth private technology-focused companies.
- A commitment to growing entrepreneurial impact in Missouri is required.
- Experience in entrepreneur support and ties to the Missouri entrepreneurial ecosystem desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Interested candidates should submit a resume and cover letter to, julia.campbell@missouritechnology.com.

Equal Employment Opportunity Employer

MTC is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status or civil union status, gender (including sex stereotyping and gender identity or expression), genetic information, sexual orientation, or any other legally recognized protected basis under federal, state or local law.