



## Senior Venture Associate

### About MTC

Founded in 1994, Missouri Technology Corporation (MTC) is a public-private partnership created by the Missouri General Assembly, to catalyze innovation and entrepreneurship within the State of Missouri by fostering the growth of Missouri-based high-tech companies. Through direct appropriations from the state budget and access to federally funded programs, MTC receives funding to fulfill its mission of making strategic investments that help create and grow technology-based businesses in Missouri.

MTC leads the entrepreneurial community statewide through several key initiatives. The Innovation, Development, and Entrepreneurial Advancement (IDEA) Fund program is a state-sponsored venture capital initiative that utilizes public funding (both state and federal) to drive economic development within the state. The primary focus of this program is to foster innovation and support technology-driven entrepreneurial endeavors that contribute to the state's overall economic development growth. MTC is also dedicated to developing grant programs that aim to enhance entrepreneurial capacity across the state. These programs aim to provide affordable workspaces, regional resources, and support for programs that are essential for the success of entrepreneurs in the state.

### About the Role

MTC is currently seeking a Senior Venture Associate with previous experience at a Venture Fund and/or in early-stage investing to join the IDEA Fund Investment Team. Preferred candidates should possess a solid understanding of risk capital, venture capital investing, early-stage startups, due diligence, and investment transactions. The position requires strong project management, analytical and strategic thinking skills, as well as the ability to efficiently manage and prioritize a variety of tasks. The Senior Venture Associate excels at clear and effective communication, possesses a keen eye for detail, a proven track record of meeting deadlines, and the ability to handle complex and sensitive projects.

### Responsibilities

- Participate in the quarterly assessment and evaluation of IDEA Fund applicants to ensure the most promising investment opportunities advance in the selection process
- Manage due diligence for companies awarded investment allocation by MTC. Due diligence includes the following:
  - Ensure that companies meet requirements for MTC's participation
  - Collect required documentation
  - Oversee the process and timeline for legal partners and internal staff
  - Review the materials in the data room and conduct analysis
  - Negotiate with companies regarding MTC's participation, documentation and other terms
  - Prepare investment proposals for Executive Committee approval
- Execute investment transactions, including all necessary documentation and signatures
- Spearhead archival of due diligence and transaction documents for MTC, state, and federal reporting

*Please be aware that this job description may not include all duties or responsibilities required for this position. Duties and responsibilities are subject to change at any time, with or without notice, or as assigned.*

## Job Qualifications

- Bachelor's degree from an accredited college or university; MBA preferred but not required
- Minimum of 5 years professional experience and 1-2 in venture capital
- Direct experience in entrepreneurship and/or leadership roles at venture-backed technology companies preferred
- Project management certification (PMP/PMI or others) is desirable, but not required
- Proficient in verbal and written communication, ensuring clarity, effectiveness, and coherence
- Exceptional organizational skills, attention to detail, and the ability to meet critical deadlines
- Strong analytical skills and a problem-solving mindset, able to handle complex issues with minimal guidance
- Independent work capability on intricate and confidential tasks, demonstrating initiative and self-direction
- Resilience and adaptability in high-paced or stressful situations, with a readiness to travel as needed, supported by a valid driver's license or access to a vehicle
- A commitment to upholding high standards of attendance and punctuality, with a clear understanding of the significance of reliability in professional environments
- Proficiency in Microsoft Office Suite, HubSpot, SurveyMonkey and other standard software
- Must be comfortable with extended periods of sitting at a desk and working on a computer, and must be able to lift up to 15 pounds at times when necessary
- Must currently reside in Missouri or be willing to relocate to the state

This is a full-time position with MTC, offering a remote work environment and a standard 40-hour work week (8:00am to 5:00pm, Monday through Friday). Some evening and weekend work may be required based on job duties.

MTC provides a competitive base salary range of \$70,000 - \$90,000 and a culture that fosters and supports creativity and innovation. MTC also offers a comprehensive benefits package, including health, vision, and dental insurance, as well as 401k matching. MTC does not offer carried interest.

## How to Apply

To apply, follow this link (<https://www.surveymonkey.com/r/FVNSGFY>) and submit a response. We will respond to serious inquiries as soon as possible.

### 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.