



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 Venture Associate to join the IDEA Fund Investment Team. Preferred candidates should possess a solid understanding of venture capital industry and how to evaluate early-stage startups. The role will involve sourcing deals, evaluating investment opportunities, and supporting the investment team operations. Strong project management, analytical, and strategic thinking skills are essential for this position, along with the ability to efficiently manage and prioritize various tasks.

Responsibilities

- Lead communication and outreach key stakeholders across the state to identify new opportunities for each award cycle
- Spearhead communication with potential applicants and cultivate relationships with key partners
- Oversee the intake, processing and review of IDEA Fund applications to ensure the most promising investment opportunities progress through the selection process
- Conduct market, industry and company research to offer analytical support for the investment team
- Prepare materials for the IDEA Fund manager to present to the Investment Committee and Board of Directors
- Ensure timely communication with awardees to facilitate a smooth transition to due diligence or processing for recission
- Maintain the preservation of data storage and information on relevant systems
- Assist the IDEA Fund Manager with additional duties and programs as required

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
- Minimum 2 years of professional experience in venture capital, a finance role at a venture-backed company, or a related field
- Deep understanding of the startup ecosystem, investment principles, and financial analysis
- Proficient in verbal and written communication, ensuring clarity, effectiveness, and coherence
- Exceptional project management and organizational skills, with strong attention to detail and the ability to meet critical deadlines
- Highly proficient in Excel, possessing significant analytical skills and a problem-solving mindset
- A commitment to upholding high standards of attendance and punctuality, with a clear understanding of the significance of reliability in professional environments
- Proficient in Microsoft Office Suite, HubSpot, SurveyMonkey and other standard software
- Intellectually curious, with a strong interest in growing the Missouri innovation ecosystem.
- 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, as well as 10-15% travel within the state.

MTC provides a competitive base salary range of \$50,000 - \$75,000 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 receive a carry on its investments, therefore compensation for the position will not include a share of the carry.

How to Apply

To apply, follow this link (<https://www.surveymonkey.com/r/VentureAssociate>) 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.