

Company: Environmentally Focused, Family Office – Venture Capital

Job Opportunity: We're excited to bring aboard the first new external team member onto our investment team. The team predominantly focuses on Venture Capital, across a broad range of companies and stages, but with a focus and passion for environmentally focused companies and green technologies. The candidate makeup is more important than prior experience, as we expect this team member to grow with the team. This is a small team, so every team member is expected to cover a wide range of responsibilities. Initially, the need for this role will be 20% Executive Assistant to the Director and 80% Investment Analyst, the combination of which will provide unique exposure into the entire venture investment process.

The office is based out of Los Angeles, CA although the investing team works remote. However, we expect to meet in/around Los Angeles from time-to-time, throughout the year.

Job Responsibilities:

- Executive Assistant to Director
- Attending and record keeping for investor pitches
- Managing the day-to-day investment and systems, including investments and relationships
- Improving existing operations and processes
- Writing company investment memos and recommendations
- Industry & market research or analysis
- Individual company financial analysis

Preferred Candidate

- 2-4 years of work experience
- Prior experience in startups, consulting, I-banking, tech, venture, or finance is a plus
- Passionate about the environment and green technologies
- A self-starter with demonstrated initiative and ability to work autonomously for short periods of time
- Ability to consume large amounts of information and produce and communicate key points

Interested candidates should submit a resume to Josh Mancher at joshmancher@gmail.com.