



## VC Investment Associate

### WORKING CAPITAL INNOVATION FUND

***Applications will be accepted on a rolling basis until the position is filled. We are looking to hire someone by the end of February 2022.***

Work Capital Innovation Fund (WCIF) is the leading early-stage impact venture fund focused on supply chain innovations that improve outcomes for vulnerable workers. The Fund's goal is to reduce the most severe forms of labor exploitation by accelerating the development and deployment of supply chain solutions that offer greater transparency and accountability into corporate operations. Launched in 2017, WCIF has deployed over US\$15 million to start-ups across the globe through its first Fund and is actively deploying its second Fund (expected over \$50 million assets under management) to scale our work, and create a larger footprint for "S" within ESG. The Fund was originally launched and incubated within [Humanity United](#), a private foundation that is part of [The Omidyar Group \("TOG"\)](#). WCIF is partnered with some of the largest corporations and foundations. For further information, visit [our website](#).

### Job Summary

---

We are currently recruiting an Investment Associate based in San Francisco or Washington, DC, mostly working remotely for the near future. The role is highly entrepreneurial, offering exposure to global venture investing, consulting/management, and entrepreneurship, with a focus on investing in cutting edge innovations that make supply chains more ethical and transparent. Successful candidates will be part of shaping and scaling WCIF's work.

### RESPONSIBILITIES

#### **Developing a strong pipeline of investment opportunities/ deal sourcing**

- Identifying prospective investment opportunities in companies through networking, participation in events, market landscaping, etc.
- Screening prospect companies for market potential and social impact
- Performing market and competitive analysis
- Developing diligence plans to answer key questions and refine assumptions
- Interacting with management teams to evaluate talent and develop nuanced understanding of business risks and opportunities
- Building/modifying financial models and conducting returns analysis

#### **Investment structuring, negotiation, documentation, and execution**

- Preparing investment memos and supporting the deal through investment committees
- Leading and/or supporting term sheet discussions and negotiations
- Reviewing legal documents from current and prior financings to confirm terms and understand governance dynamics
- Providing operational support throughout closing process

### **Ongoing portfolio management**

- Managing relationships with entrepreneurs and support by preparing for meetings and as needed for Board meetings
- Monitoring portfolio companies' key performance indicators and milestones to evaluate progress, assess follow-on investments and identify changes in business or market fundamentals
- Interfacing with portfolio companies for baseline, and ongoing yearly, social impact data collection
- Providing periodic business and social impact updates to the WCIF team

### **Knowledge and relationship management**

- Working with team on engagement with limited partners as needed, maintaining organized records and documents
- Proactively developing knowledge resources and thought leadership for industry and various stakeholders
- Representing WCIF publicly at conferences, events, and working groups as needed

### **EDUCATION / EXPERIENCE / QUALIFICATIONS:**

- *Strong entrepreneurial spirit and a passion for entrepreneurship and market-based solutions for furthering impact*
- *4-6 years of relevant experience across management consulting, financial services, technology, investment banking*
- *Bachelor's degree required. MBA or similar advanced degree preferred, but not required*
- *Outstanding relationship management skills. Existing network within impact investing and/or start-up community is a significant plus*
- *Willingness to dive into the details of a deal, a company, or a topic*
- *Exceptional communication and presentation skills*
- *Team-player, with the ability to collaborate with multiple stakeholders with different incentives and from other sectors*
- *Ability to work with limited supervision and high levels of initiative*
- *Ability to travel domestically and internationally*
- *Other duties from time to time as determined by institutional priorities*
- *Alignment with team values*

**About our team:** We are a small team supported by an extensive network of partners in our unique approach to tackling some of the most severe problems that arise due to supply chain opacity, including worker exploitation. We define ourselves with the excellence we bring into our work and our conduct towards our partners, portfolio companies, and each other. We cherish intellectual rigor, curiosity, collaboration, self-initiative and are energized by what we are building together.

Please send your letter of inquiry and resume to [info@workingcapitalfund.com](mailto:info@workingcapitalfund.com)