



Grand Ventures is hiring an analyst/associate to work on the investment team. This role is designed to provide the prospective candidate with exposure to all aspects of investing in early stage companies. The candidate will be actively working with the entire investment team during due diligence and new initiatives for the fund.

If you are looking to be challenged every day, make a huge impact, then this job is for you. Ideal candidates are passionate about the VC industry and are willing to put in the time and effort in a wide array of tasks.

Start date: Spring 2019

Location: Grand Rapids, MI

Position: Analyst 0-3 years' experience. Associate 3+ years, MBA preferred

What you will be doing:

- 30% Deal-based work
 - Conduct due diligence
 - Compile investment recommendations
 - Conduct initial analyses
- 20% Project-based work
 - Work with our portfolio companies to gather metrics and track progress
 - Implement marketing projects
 - Manage website other social media
- 20% Education
 - Attend and participate in events, pitches, and internal meetings
 - Continuously stay up-to-date on tech and VC news
 - Network within the Midwest tech ecosystem
- 20% Data management & analytics

The perfect candidate would have:

- Experience working in a fast pace environment
- Strong proficiency in Microsoft Excel, PowerPoint, Word and the Google Suite
- Technology sector experience is bonus
- Bachelors' degree from a leading university
- Strong financial modeling and analytical skills

Please submit your application via [Google Form](#) to begin the process for consideration. If you have any questions feel free to email Maitlan Cramer at maitlan@grandvcp.com.