



Job Opening
February 25, 2016

JOB TITLE: Assistant Director, NYS Innovation Venture Capital Fund

LOCATION: NYC

DEPARTMENT: Innovation and Broadband

BASIC FUNCTION:

The Assistant Director will be integrally involved in all aspects of Bio-Sciences Investment Activities for the NYSIVC Fund, including the identification of potential investments, the due diligence related to those investments, and post-investment monitoring activities related to the investment portfolio. Specific areas of focus would include the design & operation of a multi-year, state-wide Bio-Sciences business plan competition; as well as managing the \$5M investment initiative for the prevention and treatment of breast/prostate cancer.

WORK PERFORMED:

The Assistant Director will be responsible for providing support to the NYSIVC Fund's Managing Director and senior staff in all aspects of executing the fund's investment strategy in the Bio-Sciences sector. Job responsibilities may include, but are not limited to:

- Developing operating processes for the business plan competition, recruiting applicants for the competition and organizing review committees to select winning proposals
- Organizing and managing the breast/prostate cancer prevention and treatment initiative, assembling an Advisory Board and identifying promising investment in the sector
- Participating in all aspects of the investment due diligence process for fund investments in the Bio-Sciences sector including market sizing and mapping, competitive market identification, and industry research
- Developing and maintaining financial models related to VC financings, investment deal and company restructurings, valuation analyses, and liquidity events
- Preparing new investment deal review and presentation materials for the NYSIVC Fund Investment Advisory Committee and the ESD Board of Directors.
- Supporting active deal flow by sourcing new investments including participating in meetings with founders and entrepreneurs, attending relevant conferences and networking events, and maintaining deal pipeline records
- Maintaining the NYSIVC company portfolio – This includes collecting and reviewing quarterly financial information, maintaining investment data, preparing company updates, and constructing professional presentation materials.
- Assist in the analysis of the Innovate Fund-of-Fund's portfolio (as needed)
- Monitoring all business plan competitions throughout the State for NYSIVC involvement.
- Outreach to NYS incubators for deal sourcing and partnering.

EDUCATION & REQUIREMENTS:

Education level required (*education required for this position*):

- Minimum of a Bachelor's Degree in engineering, chemistry, biotechnology or related field (or equivalent work experience in one or more of these sectors) required
Advanced Degree in Business, Law, Economics or Public Policy preferred

Equivalent Experience Knowledge Required (include no. of years required):

- -Three or more years of investment related experience at a PE/VC firm, or in the alternative two or more years of investment banking, legal or strategy consulting experience
- Strong knowledge and passion for life sciences technology and entrepreneurship
- Excellent academic background with an undergraduate degree in engineering, chemistry, biotechnology or related field (or equivalent work experience in one or more of these sectors) required
- Solid writing and financial analysis background
- Excellent interpersonal and networking skills with proven ability to develop and maintain effective business relationships
- Analytical skill and ability to interpret data and provide relevant conclusions/recommendations
- Attention to detail required
- Excellent computer and organizational skills
- Ability to work with limited supervision
- Ability to articulate ideas in a group setting
- Versatile and flexible self-starter with strong work ethic

APPROXIMATE HIRING SALARY: Up to \$80,000

INQUIRE

Leah Schanke, AVP, Human Resources Department

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER