



Job Opening
July 27, 2016

JOB TITLE: Assistant Director, NYS Innovation Venture Capital Fund **LOC:** NYC/Buffalo/Albany/Westchester

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); 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; Solid writing and financial analysis background; Versatile and flexible self-starter with strong work ethic; 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

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