

JOB DESCRIPTION - Associate Director, 757 Angels, Norfolk, VA

757 Angels, recognized in 2018 as one of the top 10 Angel groups in the United States, is seeking an Associate Director. 757 Angels (www.757angelsgroup.com) is a non-profit organization of over 100 angel investors in Hampton Roads, Virginia, which seeks to connect entrepreneurs with investors. Through its significant investments, 757 Angels has created 200 high-paying jobs and seeks to catalyze the regional and state economies.

The Associate Director will work with the Executive Director on executing this mission of connecting angel investors with entrepreneurs around the Commonwealth of Virginia. S/he will plan, analyze and monitor processes to assure the ongoing delivery of high quality services to our investor/members. The Associate Director will be responsible for the improvement of processes surrounding deal management, member and sponsor relationships, portfolio management and technology infrastructure.

- Deal Management
- Syndication Process Development and Implementation
- Manage 757 Angels Member Relationships and Events
- Sponsorship Development
- Accounting

Position Requirements:

- 2+ years work experience
- Business/Finance Degree preferred
- Experience in Incubation, Acceleration, Investment and/or Entrepreneurial Program preferred

Skills:

- Demonstrated ability to collaborate successfully with diverse constituencies
- Demonstrated ability to multi-task
- Strong interpersonal and communication skills
- High level of initiative and motivation
- Attention to detail and follow-through
- Ability to work independently
- Flexibility to adapt to change and re-prioritize
- Proficiency with Microsoft Office, QuickBooks, MailChimp, G-Suite and familiarity with CRM platforms.