

Portfolio Associate Job Description

Description

We're looking for an associate to join our team who is passionate about helping build the next generation of market leading companies across the information technology and healthcare sectors. The position plays an important role in supporting the firm's investors, portfolio companies and back office functions. Our Portfolio Associate role provides broad exposure to the key elements of venture capital, while also providing a rare opportunity to build experience in the industry.

Responsibilities

The Portfolio Associate will work directly with InterWest's investment team and finance group. Representative responsibilities and duties include:

- Assisting the investing team in all aspects of portfolio management including market sizing and mapping, financial modeling, competitive analyses sensitivity analyses, and industry research.
- Assisting investment partners in monitoring, tracking and evaluating portfolio company performance, including attending board meetings
- Active participation in partnership meetings, portfolio company discussions and reinvestment decisions
- Supporting the firm's operational activities including portfolio valuations, market analysis and fund administration
- Primary responsibility for monitoring and developing exit theses for some publicly held portfolio companies
- General support of portfolio companies including helping with business strategy and exit events
- Effectively representing InterWest in conferences and industry events and helping promote InterWest's brand across the entrepreneurial and venture capital ecosystem

Desired Qualifications

- At least two years of work experience ideally in a related field (venture capital, private equity, entrepreneurship, investment banking or management consulting)
- Operating and technical experience in our industry sectors a plus
- MBA a plus but not required
- Passion for entrepreneurship, company building and venture capital across healthcare and IT
- Enthusiastic self-starter, able to initiate projects and work independently
- Excellent personal rapport and ability to engender trust and respect
- Strong financial and analytical skills and proficiency in spreadsheet modeling

Application

Interested individuals should send their resume to Khaled Nasr at knasr@interwest.com. InterWest will review all emailed applications, and we request that applicants not inquire about their application status by phone.