



How Women Invest Venture Financial Associate Job Description

About How Women Invest

How Women Invest (HWI) is a gender lens venture firm and sister entity to How Women Lead (HWL), a high-caliber network of 14,000 senior-level women that come together to make a collective impact, propel women's leadership forward and build movements that create lasting change. Formed in 2020, HWI is investing from two funds, activating a highly engaged LP base.

We're on a mission to disrupt the unequal investment landscape in which only 2% of venture funding goes to women. That's why we've designed our funds to activate investing in women with a particular focus toward women of color. We envision a world where women-led companies have the capital, mentorship and connections required to catapult their businesses to success.

Seniority Level: Venture Associate

Employment: Full-Time/Remote in CA

Industry: Venture Capital and Investing

Job Functions: Finance, Strategy, Planning, Venture and Investing

Salary: \$130-150,000

Job Description

Reporting to the Managing Partners of How Women Invest, the Venture Associate will support the launch and management of the HWI fund family and its management company. This role is designed for a self-motivated and ambitious individual who is passionate about propelling women-led businesses forward. The role is responsible for developing relationships with female entrepreneurs, other VC investors/ecosystem, working with HWI deal and diligence team to evaluate investment opportunities, and interface with HWI and its funds administrators, tax accountants, bankers, attorneys, and other professional service vendors. Future responsibilities may include compliance-related work.

Job Duties and Responsibilities (including but not limited to):

- Project manage How Women Invest's funds: working with fund administrator (Carta) on all systems, ensuring regular and accurate

- financial management setting up financial model to analyze portfolio company and fund performance
- Participate in the diligence team investment process from opportunity identification through due diligence and deal closing, includes research of industry sector and comparable firm analysis
 - Prepare investment presentations and memos for both internal and external audiences
 - Strategic financial review of pending portfolio company investments and supporting portfolio company financial system development
 - Track portfolio company needs and activate network support including business development, venture and talent resources
 - Network with industry peers and attend industry events to build deal flow, follow on opportunities and generally build the brand
 - Oversee and work with Investor Relations in providing technical information to limited partners, quarterly/annual investor reporting and document updates

HWI Management Company:

- Budget preparation and analysis
- Corporate filings, reporting and controls
- Execute and analyze all corporate financials, accounting, controls and reporting activities
- Review & negotiate contracts with vendors
- Organize and maintain all business agreements
- Oversee bookkeeping activities

HWI Fund Families:

- Ensure proper application of fund terms
- Shadow Fund accounting to the fund administrator (calculation of capital calls, distributions, clawbacks, fees, etc)
- Monthly/ Quarterly Fund ops (recon, settlement, expenses, etc)
- Fund reporting, filing, etc
- Assist with level 3 valuation process in conjunction with Analyst
- Manage annual audit process
- Assist external contractor with annual K1 process for LPs

Skills and Abilities:

- Outstanding analytical, problem-solving and financial modeling skills
- Excellent organizational skills, attention to detail, accuracy, time management, and ability to manage-up
- Ability to flourish in a fast-paced environment, enthusiasm for taking initiative and problem solving, and excellent judgment and decision making skills

- Stand out interpersonal and communication skills, including a professional demeanor with senior leaders and the ability to make connections with thought leaders and participants
- Availability during regular business hours, and flexibility during evenings and weekends as needed to attend events
- Availability to work remotely, with colleagues in San Rafael, CA, and at different locations throughout the SF Bay Area
- Strong written and verbal communication skills

Education and Experience

This is an extraordinary opportunity for a mature leader with 7 to 9+ years of venture and financial management experience. The ideal candidate will be coming from a public accounting firm, fund administrator, or another investment management firm, as a fund accountant, controller or similar role. This is a unique role that will provide the opportunity to work in all aspects of fund and investment management.

- Solid experience coordinating accounting activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and audit for investment firms
- Strong academic background; CPA, CFA or MBA preferred
- Knowledge and commitment to women's issues or women's leadership preferred
- Proficiency in Microsoft Office Suite and Google Applications
- Familiarity with Salesforce, Carta, AirTable, Basecamp, and Wix preferred

How to Apply

To apply, please email your resume and cover letter TO TALENT@howwomenlead.com. Please write "Venture Associate - YOUR NAME" in the subject of the email. Only candidates who have been selected for an interview will be contacted. *How Women Lead is committed to diversity and practicing equal opportunity employment in recruiting and hiring. Qualified candidates from all backgrounds are encouraged to apply.*