



## How Women Invest Investment Analyst Job Description

### About How Women Invest

How Women Invest (HWI) is a venture capital firm and sister organization to How Women Lead (HWL), a high-caliber network of 16,000 senior-level women that come together to make a collective impact, propel women's leadership forward and build movements that create lasting change.

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 early stage gender-lensed fund 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:** Analyst

**Employment:** Full-Time/Remote in Pacific Time Zone

**Industry:** Venture Capital and Investing

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

**Salary:** \$100,000

### Job Description

Reporting to the Managing Partners of How Women Invest, the Investment Analyst will support the execution of, and launch of new, HWI venture funds. This role is designed for a self-motivated and ambitious individual who is passionate about propelling women-led businesses forward. The How Women Invest Analyst is a full-time position, who will work and be supervised remotely, with occasional in-person meetings in the SF Bay Area.

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

- Support the management of How Women Invest's Fund I and future funds, including working with fund administrators and external vendors
- Participate in and support the investment process from opportunity identification through due diligence and deal closing, including research of industry sector and

comparable firm analysis. Expect to invest in 10-12 companies over the first two to three years post launch with follow-on investment continued through life of fund

- Support initial screen and database of new investment opportunities, call and/or meet with prospects, evaluate opportunities
- Build and maintain company financial models, cap tables, sourcing and pipeline tracker, supporting GPs with valuation analysis and modeling
- Research and talk to existing references and customers of a target company, conduct research on potential competitors and background check on management of company
- Prepare investment presentations and memos for both internal and external audiences
- Continued monitoring and diligence of portfolio companies, follow-on investment analysis and terms preparation, coordinating with attorneys and potentially co-investors
- Manage internal reporting processes (quarterly company reporting, valuation, etc.); help prepare internal investment memos and investment committee presentations
- Network with industry peers and attend industry events to build deal flow, follow on opportunities and generally build the brand
- Assist with back-office support as needed including scheduling, preparing materials and general fund project management
- Prepare for Fund II launch – expected start 18 months post Fund I launch
- Facilitate various committees meetings including communications, agendas, recruitment: Investment Committee, Fund advisors, Venture Capital Council and portfolio company SWAT teams
- Creating and management marketing assets including website, social media and pitch decks

### **Skills and Abilities:**

- Outstanding analytical and financial modeling skills
- Highly adept with working with project management, file management, organization, and communication tools
- 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 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 and at different locations throughout the SF Bay Area
- Strong written and verbal communication skills

### **Education and Experience**

- 2-3 years of experience in asset management (private equity/venture capital) and/or investment banking
- Strong academic background, leading GPA from top-tier institution
- Knowledge and commitment to women's issues or women's leadership preferred
- Proficiency in Microsoft Office Suite and Google Applications
- Familiarity with Salesforce, Basecamp, Dropbox, Box, and Wix preferred

### **How to Apply**

To apply, please email your resume and cover letter to [team@howwomenlead.com](mailto:team@howwomenlead.com). Please write **Associate - "YOUR NAME"** in the subject of the email. Only candidates who have been selected for an interview will be contacted. This is a full-time role with benefits. *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.*