

Investment Associate

About Strada:

Strada Education NetworkSM is a national 501(c)(3) nonprofit dedicated to improving lives by catalyzing more direct and promising pathways between education and employment. We engage partners across education, nonprofits, business and government to focus relentlessly on students' success throughout all phases of their working lives. Together, we address critical college to career challenges through strategic philanthropy, research and insights, and mission-aligned affiliates — all focused on advancing the universal right to realized potential we call Completion With a Purpose.

Position Summary:

Strada Education Network is seeking to hire a highly resourceful, detail-oriented Investment Associate to join our Strategic Investments team. Strada's Strategic Investments team executes direct investments in seed to late stage companies, as well as limited partner commitments to venture fund managers. We are passionate about furthering Strada's mission to increase economic mobility through purposeful connections between education and work through our investment activity.

Responsibilities/Essential Functions:

The Investment Associate will support Strada's Strategic Investments team by sourcing and diligencing new investment opportunities, as well as monitoring and tracking the performance of the existing investment portfolio. The Associate will also support the growth and development of portfolio companies by identifying and facilitating possible intra portfolio relationships and strategic opportunities for companies to partner with other facets of Strada including research and Strada Collaborative.

As a member of the Strategic Investments team, the associate will work in close coordination with other members of the Corporate Development team as well as Strada Finance, Legal, and Financial Planning & Analysis staff. The Investment Associate responsibilities will include, but are not limited to:

- Source new investment opportunities and manage deal pipeline stages and relevant deal intel within team CRM.
- Interface with accelerators, co-investors, industry associations, fund managers and founders to cultivate pipeline or prospective co-investment relationships.
- Collaborate on development of due diligence work plans, and support the execution of due diligence, including market research, reference calls, financial analysis, etc.
- Ability to develop, and eventually present, concise and comprehensive diligence decks for the Strategic Investment Committee.
- Bridge the communication between portfolio companies and Strada to promote portfolio companies internally and identify potentially strategic partnerships.

- Represent Strada and the strategic investments team at industry-related conferences and networking events.
- Work closely with the team and portfolio company CEOs to track portfolio companies' financial progress, product development and social impact via metrics and qualitative examples. Share updates with internal teams including FP&A as appropriate.
- Shadow team members for board meetings.
- Manage/update portfolio financial models on a quarterly basis. Share updates with internal teams including FP&A as appropriate.
- Create and produce presentation materials on investment opportunities and current investment holdings for Strada management and other internal and external audiences, including the Strada Board of Trustees, Board Investment Committee and Strategic Investment Committee

Qualifications:

- Evidence of strong interest and commitment to Strada's mission either in past work experience or educational experience.
- Bachelor's degree in business, finance, accounting or a related field
- MBA or Masters degree in finance, or equivalent professional certification, e.g. CFA, CPA
- Minimum two years of professional experience as an analyst with a financial institution, investment company, or corporate M & A department
- Ability to travel for offsite team strategic planning/check ins, industry conferences and events as required by job duties.
- Excellent communication/writing skills
- Project management experience
- Experience with google and zoom

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Security is Everyone's Responsibility

In order to protect Strada's personnel, affiliates, customers, assets, and mission, security is the responsibility of every employee. To maintain security, employees are required to read, understand, and follow company security policies including but not limited to the WISP and Employee Handbook. In addition, security training supporting those policies is required at least annually.

Please email your resume to: terri.shea@stradaeducation.org

