Investment Associate

About Strada:

Strada Education Network℠ 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 venture investments in companies spanning from series seed to series C. In addition to direct investments, the Strategic Investments team manages and executes LP commitments to venture-stage 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 the SI team's deal sourcing and due diligence activities, as well as monitoring and tracking the performance of the existing investment portfolio. Where applicable, the Associate will also help foster the growth of current portfolio companies.

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:

- Interfacing with accelerators, co-investors, industry associations, fund managers and founders to cultivate direct investment and LP pipeline.
- Regularly update and manage the team's deal pipeline and relevant information related to the opportunity within the CRM platform.
- 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 and Board Investment Committee.
- Bridge the communication between portfolio companies and Strada to promote portfolio companies internally and identify potentially strategic partnerships.
- Consistently maintain a detailed record of ongoing transactions within the investment portfolio.
- 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.

Qualifications:

- Bachelor's degree in business, finance, accounting or a related field, or commensurate experience.
- Experience working with early stage companies, in an investment or operations capacity.
- Minimum three years of professional experience.
- 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
- Evidence of strong interest and commitment to Strada's mission either in past work experience or educational experience.

Physical Requirements:

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

Strada is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.

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