



New Mexico Angels – Analyst (including Investor Relations)

New Mexico Angels (www.nmangels.com) is a 21 year old investment membership organization working throughout the state. Its mission is to provide opportunities where its members can obtain strong financial returns investing in early-stage and high-growth companies while accelerating those companies to market leadership. We work throughout New Mexico and in the Southwest US.

We are seeking one full time and one part time (contract or hourly) person of exceptional qualities to:

Analyst

- Evaluate and conduct due diligence on companies approaching NM Angels and NM Vintage Fund for capital
- Provide logistics to Due Diligence Team and Screening Committee: tracking deals, draft investment memos
- Manage membership database; data entry; and information management
- Provide market intelligence for those companies for which organization is doing 'deep dives'
- Review financials, pro-formas, models and projections
- Other tasks, as assigned and agreed to

Investor Relations:

- Engage with Angel Members, and NM Vintage Fund Limited Partners (LPs)
- Assist NM Angels and NM Vintage Fund with portfolio management, accounting and compliance

Qualities needed

- Organized & detail oriented
- Tech savvy
- Self starter; independent worker
- Grace under deadlines
- Spreadsheet whiz; clear writer

Full time candidates preferred. Part time engagement requires set schedule. New Mexico (re)location preferred. Virtual by arrangement.

To apply: provide a resume and cover email detailing

- Why you are interested this opportunity
- What motivates you about NM Angels
- Your strengths and areas for improvement

Send a single email with 1 attachment to drew@nmangels.com with a clear subject line.

NM Angels is an equal opportunity organization. People of all backgrounds are encouraged to apply. New Mexicans and those who care about New Mexico are especially supported.