



New Mexico Angels – Intern Postings

New Mexico Angels (www.nmangels.com) mission is to provide opportunities where its members can obtain outstanding financial returns by investing in early-stage companies in New Mexico and the Southwest Region and accelerating those companies to market leadership. We work throughout NM and in the Southwestern area.

Analyst Research Intern - Scope of Work

- Conduct due diligence on companies approaching NM Angels for investment
- Draft communications for entrepreneurs who contact us
- Provide market intelligence for those companies for which we are doing ‘deep dives’
- Set-up and manage business ‘data rooms’
- Support due diligence committee and logistics
- Track deals
- Review financials, pro-formas, models, and projections
- Other tasks, as assigned

Market Research Intern - Scope of Work

- Assist staff with membership and understanding the marketplace.
- Review past members and identify new members to join the association.
- Review potential sponsors and assist in connecting with them.
- Manage database and contact information.
- Draft website content, e-news articles and other member engagement.
- Participate in NM Angels activities and events for learning around start-up activities, impact investing and venture funding.
- Other tasks, as assigned and agreed to.

Marketing Intern - Scope of Work

- Manages social media channels, responding to comments, posting content and creating strategy for overall social engagement calendar.
- Assists Marketing Director with website content updates, including updating upcoming events and news.
- Assists with planning and implementation of member and sponsor engagement and recognition.
- Administrative duties including database management, calendar management internally for staff and board
- Assists with planning and execution of virtual and in person events
- Manage and respond to [info@nmangels](mailto:info@nmangels.com) email inquiries
- Co-author communications and posting for education and training. Other duties, as assigned, by mutual agreement of the intern and manager

- Participate in NM Angels activities and events for learning around start-up activities, impact investing and venture funding.

Provide a resume and cover email detailing

- Your interest in the internship
- Strengths and areas for improvement
- What you'd like to learn

Internships range from 8 hours per week to full-time, by arrangement.

Send a single email with 1 attachment to info@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.