



New Mexico Angels – Analyst (including Investor Relations)

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

We are seeking one full time person of exceptional qualities to:

Analyst

- Evaluate and conduct due diligence on companies approaching NM Angels and NM Vintage Fund
- Conduct Due Diligence and draft reports
- Provide logistics to Due Diligence Team and Screening Committee
- Manage membership database; data entry; and information management
- Provide market intelligence for those companies upon which we are 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)
- Advance NM Angels and NM Vintage Fund portfolio management, accounting and compliance
- Syndicate investments to other angels, angel groups and institutions

Qualities needed:

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

Full time position. New Mexico (re)location preferred.

To apply: provide a resume and cover email detailing

- Why you are interested in this opportunity
- Your strengths and areas for improvement
- Salary expectations

Send a new email with a single 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.