

New Mexico Angels – Analyst (including Investor Relations)

New Mexico Angels (www.nmangels.com) 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 in the Southwest US.

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

Analyst

- Evaluate companies approaching NM Angels, including partners NM Vintage Fund and UpSpring Associates
- Conduct due diligence and draft investment reports
- Provide logistics to Due Diligence Team and Screening Committee
- Manage applicant 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
- Maintain updated portfolio tracking, document control and data rooms for all corresponding active deals and portfolio companies
- Other tasks, as assigned and agreed to

Investor Relations

- Consistent communication and engagement 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
- Work with VCs and other investors to advance NM Angels companies and support entrepreneurs

Financial Consulting

- Support consulting engagements and sponsorship programming
- Contribute to additional financial expertise of NM Angels and UpSpring Associates, an implementing partner

Qualifications needed

- Experience with Gust, Carta, Excel, google sheets, g-suite and other related accounting and data room software
- Excellent communication and organizational skills
- Organized & detail oriented
- Self starter; independent worker
- Grace under deadlines
- 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 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.