



## **Position: Coordinator, SeedStep Angels**

### **Overview**

Sources of investment capital for Oklahoma technology-based startups have expanded with the emergence of the SeedStep Angels, a group of successful Oklahomans who seek promising new companies in which to invest. Organized and managed by i2E, Inc., the organization needs a high-energy, investment-savvy professional to coordinate its activities. i2E is seeking to fill the position of SeedStep Angel Coordinator, which promotes and maintains active Angel Group membership and positive investment activity. The position will be responsible for facilitating a full range of investment related meetings and/or events, directing high quality prospective deal flow to the Group, facilitating equity capital investment in early stage companies, encouraging best practices and standardization within the Group, and developing initial relationships with other Angel Capital Association (ACA) Angel groups in surrounding States. The position requires a Bachelors degree in Entrepreneurship, Finance, Business or related area from a major or well recognized university, with a strong preference for an M.B.A., or a technical Bachelors degree and an M.B.A. Significant experience in the investment, brokerage, venture capital industry is preferred with knowledge of financial and capital markets, preferably private equity, is desirable.

### **Essential Duties and Responsibilities**

- Coordinates the identification and recruitment of new members, maintains a high percentage of annual Membership renewals, and ensures active Membership participation in all meetings.
- Oversees the sourcing, internal pre-screening, and packaging of investment opportunities within i2E's established processes to assure the timely flow of high quality deals for SSA screening meetings.
- Presents internally selected early stage investment opportunities at SSA screening meetings, and coordinates SSA decisions to investment candidates.
- Responsible for the timely submission and quality of all required SSA materials.
- Develops and maintains an ongoing networking, communication, and promotional plan, to be approved by the i2E VP of Marketing, to advance SSA program objectives.
- In conjunction with the i2E Marketing Division, directs the development and utilization, of the SeedStep Angel website.
- Develops investor relationships with complementary investors, such as other Angel groups, Venture Capital firms, Private Equity firms, and investment banks located in Oklahoma and surrounding states for potential SSA co-investment and/or follow-on investments requirements.

- Creates and maintains a database of all SSA Members, and tracks all related investment activity in the i2E CRM database.
- Supports SSA Members throughout the non-financial due diligence process.
- In conjunction with other i2E staff, coordinates the financial due diligence effort including: valuation, cash flow projections, other financial documentation including income statements, balance sheets and forward looking financial projections.
- Maintains standard best practices Angel related investment documents on the website and encourages utilization among the Group.
- Maintains regular contact, with each SSA funded company and ensures that invested entities adhere to all requirements of the Group.
- Proactively interprets and coordinates all follow-on funding requirements for SSA investments.
- Oversees the design and annual scheduling of all SSA meetings and/or events.
- Responsible for oversight of the SSA budgets and financial reporting for the Group.
- Researches leading Angel industry “best practices”, and periodically benchmarks SSA against other ACA Angel Groups.

### **Preferred Qualifications**

The successful candidate will have a strong work ethic, excellent analytical and investment judgment, and strong verbal communication skills. Preferably, over 5 years of work experience in business with the ability to work with a diverse range of highly successful professionals, including Angels, Venture Capitalists, and entrepreneurs. The successful candidate will:

- Be performance driven, deadline oriented and exhibit an extremely high level of personal motivation and desire to succeed.
- Be personally outgoing and enjoy verbally communicating with a diverse group of constituents.
- Be able to work with a high degree of independence and have a strong interest in technology and early-stage companies.
- Be comfortable with technology-based companies, the innovation environment and working as part of a team.
- Be able to complete due diligence in areas that may not be a core competency specifically for his/her experience or skill sets.
- Have the ability to develop and evaluate Business Plans and/or new product marketing introductions.
- Demonstrate strong interpersonal skills with an ability to work within both an internal and external team environment.
- Be able to analyze and interpret financial statements.
- Possess solid project management skills.
- Have solid command of Microsoft Office Applications (Excel, PowerPoint & Word).

### **Educational Requirements**

Bachelor’s degree in Entrepreneurship, Finance, Business or related area required, with a strong preference for an M.B.A. from a major or well recognized University; or, a technical Bachelors degree and an M.B.A. Significant experience in the investment, brokerage, venture capital industry and knowledge of private equity financial and capital markets is preferred.

## Personal Attributes

The SeedStep Angels Coordinator will have a hands-on style, enjoy working with diverse individuals, be comfortable in facilitating & motivating individuals versus directing, take on multiple tasks, enjoy continual challenges, and have an interpersonal style or personality that will be compatible with SSA members, i2E staff, investors and business partners. The Coordinator should also:

- Be comfortable in facilitating negotiations among unrelated parties.
- Be excited and embrace the opportunity to grow and develop a career position.
- Be able to see actions from each divergent participant's perspective.
- Be a self-starter and capable of working with minimal supervisor oversight and direction.

Interested candidates should submit all resumes and inquiries to the following address or electronically to the below email address:

i2E, Inc.  
Attn: Human Resource Manager  
840 Research Parkway, Suite 250  
Oklahoma City, OK 73104  
Email: [resumes@i2E.org](mailto:resumes@i2E.org)

*i2E is a 501(c)(3) private not-for-profit corporation focused on wealth creation by growing the technology-based entrepreneurial economy in Oklahoma.*

*It is the policy of i2E, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law, in all personnel actions.*