



## Job Description: Associate

Foodshed Investors

01-26-17

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### Goals

1. Increase the supply of good, clean, fair food by facilitating training and capital to local sustainable food entrepreneurs and quality deal flow to investors.
2. Improve entrepreneurs' success at both fundraising and business management via structured process, helpful tools, targeted mentoring, and domain-specific expertise.
3. Ensure client companies and investors sense high responsiveness and high competence from FI.
4. Present FI positively to the outside world.

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### Responsibilities

#### Deal Administration

- Respond to incoming deal inquiries & applications
- Guide entrepreneurs and investors through the FI process
- Update FI systems with deal & contact info
- Manage contracts (from template), invoicing, and incoming payments
- Schedule meetings & calls
- Eventually, run "intake meetings"
- Set up Due Diligence DataRooms and wrangle document collection from entrepreneurs
- Introduce entrepreneurs to Technical Assistance Providers and mentors
- Coordinate internal process review meetings
- Collaborating with Deal Leads, publish term sheets and legal contracts (both from template); manage DocuSign
- Publish company specific investor interest emails & the Sustainable Food Investor summary deal flow email
- Communicate and track investor interest
- Prepare closing instructions and settlement statements
- Work with escrow provider to close transactions
- Manage loan servicing, including tracking incoming payments and ACH transactions to investors
- Prepare and distribute monthly company and investor account statements
- Request, collect, and summarize quarterly company status reports

#### Data Management

- Maintain Constant Contact email distribution lists
- Collect, analyze, & publish Internal FI performance metrics

- Research & manage the FI Calendar of Food, Finance, & Social Good Events
- Enter financial data to FI's accounting system

#### Events

- Plan, schedule, & coordinate the Rolling Roadshows, Investor Roundtables, Quarterly Happy Hours, FI participation at conferences, and the Annual "State of the Food System" gala
- Maintain internal FI annual calendar

#### Volunteer Coordination

- Welcome New Activists
- Coordinate Activist Intake Meetings
- Delegate & Manage Workload with Activists

#### Writing/Editing

- Publish monthly FI general newsletter
- Publish periodic press releases
- Maintain / expand FI's public website
- Write brief entrepreneur success stories / case studies

#### Projects

- DD DataRoom: Research online training resources and work product examples for inclusion in FI's DD DataRoom SaaS product.
- FI Annual Report: Plan, coordinate, write, edit FI's Annual Report.

#### Partner, Local Leader, & Deal Lead Support

- Meeting Scheduling
  - Various Tasks as Assigned
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## Requirements

- Commitment to local sustainable food
- Familiarity with business planning, fundraising, investing required; several years of experience preferred
- Reliable, timely, both fast and accurate, highly responsive, customer-focused
- Intermediate to advanced end-user skills on the computer: easily able to learn new and use new software programs; very good to excellent with Word, Excel, Constant Contact, DocuSign, Facebook, LinkedIn, and the like
- Knowledge of basic bookkeeping, experience with Quickbooks
- Process and process-improvement oriented; conversant in document workflow
- Entrepreneurial experience, in a small company or start-up preferred

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## Details

**Availability:** Now

**Pay:** \$20-\$30/hour

**Status:** 1099 Contractor

**Reports To:** Curt Nelson, Co-Founder and Partner

**Work Sites:** 4101 Medical Parkway #107, Austin TX 78733; Associate's Home or Choice of Venue

**To Apply:** Complete application at <https://www.austinfoodshedinvestors.org/work-with-afi.html>, attach letter and resume.