# Plum Alley - Who We Are:

A venture firm investing in advanced technologies and medical breakthroughs. We have a clear and bold investment thesis: we invest in technological innovations that will transform our world and represent outsized opportunities for both financial return and human prosperity. Plum Alley specifically invests in founding teams with a deep level of expertise and diverse experience. All of our portfolio companies have at least one woman founder from the STEM fields.

Over the last five years, Plum Alley has invested more than $36M across 24 companies. We have two methods of deploying capital—a traditional venture fund and a paid syndicate investor community. Plum Alley has a strong reputation backing premier companies and delivering exceptional value to founders, while also engaging our investor community in a powerful and unique way. As we expand and scale our firm, Plum Alley is looking to add talent to support our team and firm operations.

# Associate of Operations & Communications

We are seeking to hire an Associate of Operations & Communications to help execute and support operational and communication activities at Plum Alley. The Operations & Communications Associate will work closely with the Executive Director of Operations, Finance and Investor Communications. This is a multi-disciplinary role that will involve exposure to general communications, investor engagement and operations, content, technology platform management (CRM, website, etc.), and general administration. This is a mission critical role for Plum Alley located at our headquarters in NYC. While this is a non-investment role, the position will involve working collaboratively with the investment team, and it offers expsore to learning about venture investing.

We are looking for someone who is:

* Superior organizational skills and creative problem solver
* Demonstrated initiative and highly self-motivated
* Thrives in a fast paced environment
* Curious learner with a positive attitude to collaborate with others
* Enjoys getting involved in a wide variety of areas and activities

## Syndicate Investor Operations & Communications

* Support in managing all aspects of Plum Alley syndicate investor member network including outreach, investor onboarding and syndicate investor renewals
* Responsible for managing CRM platform and engagement metrics
* Plan and manage Plum Alley investor and ecosystem events; maintain event calendar; support in identifying speakers and coordinating all event logistics
* Help draft and track all communication to syndicate investor members and LPs regarding upcoming events, thought leadership and portfolio news
* Assist in annual investor updates
* Support Executive Director of Finance, Operations & Investor Communications on operational matters as needed

## General Communications / Marketing / Website / Platform

* Support execution of Plum Alley’s communication, social media and speaking engagement strategy
* Manage Plum Alley’s syndicate investor member slack channel and blog/website posts
* Help manage press relationships and proactive outreach to select media outlets
* Support and implement strategy for Web and Social media content and calendar
* Collect and report on analytics and summary of views on social media and website and utilize to iterate on strategy
* Maintain and oversee updates for website
* Manage promotional or firm marketing materials
* Track portfolio companies and other related press

## General Administrative & Human Capital:

* Support in all aspects of office management, including overseeing & selecting external vendors
* Involvement with 3rd party contract renewals & assessment of new vendor/partnership opportunities
* Assist with event budget creation/tracking and vendor selection, monthly expense reports
* Oversee & maintain holiday, travel, and PTO calendar
* Coordinate weekly team meetings and plan periodic team outings
* Assist with onboarding new team members
* Procure & track work equipment for employees
* Support leadership team HR best practices, benefits renewals and assessment/replacement of current HR vendors.

## Qualifications:

* 2-4+ years relevant work experience in fast-paced role such as VC/PE firm or start-up
* Passion and demonstrated interest/activity in entrepreneurship, innovation, tech, venture-capital
* Knowledge of industry practices on email marketing, communication, social media and relevant analytics a plus
* Strong analytical skills, keen attention to detail and goal-oriented attitude
* Excellent oral/written communication and presentation skills; thoughtful and effective writing is critical
* Keen sense of design and ability to create simple graphics and charts
* Proficiency in Keynote and Adobe Illustrator or Canva required and basic HTML/CSS skills a plus
* Bachelor’s Degree

Please contact [Positions@plumalley.co](mailto:Positions@plumalley.co) and include a resume.