Update July 10: We are no longer accepting new applications.

Venture Capital Analyst @ Everywhere Ventures

Location: Flexible across the US. We are unable to sponsor any work Visas at this time.

Term: 2-Year Role

Start Date: ASAP

About Everywhere Ventures

Everywhere Ventures is a global pre-seed venture capital fund backing entrepreneurs shaping the future of money, health, and work. We raise capital from other founders and operators (LPs) who help us source diligence and support our large portfolio. Over the last 6 years, we've invested into 300 companies, making us one of the most active pre-seed funds in the world.

The Role

We are seeking a highly motivated and analytical individual to join our team as a Venture Capital Analyst for the next two-years. This is a unique opportunity to immerse yourself in the world of early-stage venture capital and work alongside the General Partners of the fund, Jenny and Scott, as well as our extensive network of founders. While prior venture capital experience is not required, a deep passion for technology and serving founders is key.

This role is ideal for someone who is intellectually curious, a self-starter, and eager to learn. You will play a critical role in our investment process from diligence to writing deal memos to portfolio support as well as our internal fund operations.

Responsibilities

- **Data Management:** Own and manage our internal databases, ensuring the accuracy and integrity of our deal flow and portfolio company information.
- **Due Diligence:** Conduct thorough due diligence on potential investments, including market analysis, competitive landscaping, modeling, and analysis of company data.
- **Investment Memos:** Prepare detailed and insightful investment memorandums that will be used to inform our investment decisions.
- **Market Research:** Stay abreast of emerging trends and technologies across the future of money, health, and work.
- **Portfolio Support:** Assist in supporting our portfolio companies with data analysis, market research, and connecting them with relevant resources within our network.
- **Investor Updates:** Help chase down, and synthesize portfolio company updates often leveraging AI tools to help us manage quarterly investor updates.

Qualifications

- **1-3 years** of work experience in a highly analytical role or a data-focused role at a fast-growing startup.**This is an entry level role so we are also happy to consider candidates right out of college.**
- Strong quantitative and qualitative analytical skills with a keen attention to detail.
- Excellent written and verbal communication skills as well as proficiency with Airtable, Excel, Google Sheets, and automation tools such as Zapier, and AI tools.
- A genuine passion for technology, startups, and innovation.
- A proactive and resourceful mindset with the ability to work independently in a remote, fast paced environment.
- A strong desire to learn and a high level of intellectual curiosity.
- Hella hustle!

How to Apply - sorry, but we are no longer accepting new applicants