



New Jersey Economic Development Authority

Job Description

JOB ID: 2023-1924
Job Title: Investment Analyst – Venture Programs Date: March 2023
Department: Venture Programs
Open Date: 03/23/23
Close Date: 06/23/2023
Location: Trenton, North Brunswick, Newark
Grade Level: H15
Salary Range: \$65,484 - \$81,855

Job Summary

NJEDA's Venture Programs Department seeks an outstanding Investment Analyst candidate to collaborate with a team of highly motivated financial professionals, who are passionate about advancing New Jersey's innovation economy. The successful candidate will have the opportunity to support the team's product portfolio including, but not limited to, the New Jersey Innovation Evergreen Fund (NJIEF), New Jersey Innovation Fellows (NJIF), NJ Founders & Funders, Venture Fund Investment, SSBCI Life Sciences Fund, SSBCI SEDI Seed Fund, and the Black and Latino Seed Fund programs.

Innovation can occur anywhere, but it may have the greatest chance of success when born and fostered with the collaboration of interested partners. The NJEDA's Venture Programs Department manages a suite of programs designed to support a virtuous cycle of innovation in the State by engaging with New Jersey's large corporate citizens, early-stage businesses, and venture capital and angel investors. The successful candidate will assist in the execution and management of these programs by identifying and evaluating key stakeholders, providing research support, and supporting program processes.

The successful candidate will participate in the design, development, implementation, and administration of Venture Programs. Additionally, the Investment Analyst will interact directly with stakeholders to gather intelligence and build relationships in support of sustainable economic development policy. The applicant should have a first-hand insight of program management, business development, relationship management, government operations, and venture capital fund investment analysis. This person also maintains a general working knowledge of other NJEDA Programs and Departments in order to support, promote, and manage NJEDA's offerings effectively to manage external and internal relationships.

Essential Duties and Responsibilities

- Support the Venture Programs Director and Staff with their efforts to launch and administer the department's suite of Venture Programs.
- Reviews program applications for program adherence and advances various applications through the approval queue, with acute attention to detail.
- Performs periodical statistical analysis and activity memorandums regarding the status of Venture Programs and of program applicants. This would include work within various computer systems to perform functions like report generation and data accuracy and updating and maintaining these systems and/or interacting with relevant team members with this access and ability.
- Works with internal and external stakeholders to effectively communicate the requirements and opportunities associated with the NJIEF, NJIF, Venture Fund Investment, SSBCI Life Sciences Fund, SSBCI SEDI Seed Fund, and the Black and Latino Seed Fund programs, among others.
- Develops methods and tools to evaluate Venture Programs Department product processes, key performance indicators, eligibility, execution, and compliance monitoring.
- Works with NJEDA colleagues to manage relationships with key industry stakeholders, including venture capital firms, startups, angel investors, and corporate investor funds, and acts as an industry-development advocate; these efforts may include representing the Authority at industry events and participating in business development calls and meetings, and acting as a company liaison within the NJEDA.

- Research and develop a business development pipeline of potential investor, entrepreneurs, corporate tax credit purchasers, and other innovation ecosystem stakeholders to partner with the NJEDA's suite of Venture Programs Department products.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer focused work environment among division, NJEDA staff, and external customers.
- Learns and utilizes the NJEDA's Customer Relationship Management (CRM) database per departmental standards including populating key application data in various CRM records.
- Maintains deep innovation economy industry expertise through project-based research and analysis; these efforts may include tracking industry trends at the state, regional, and national level, identifying which key industry issues state government could help to resolve, providing industry and policy updates to internal government stakeholders.
- Collaborates with NJEDA's marketing and communications teams to assure program web pages are accurate, programs are accurately marketed, success stories are shared, and program outcomes are reported to Executive Committee, board and program enhancements/efficiencies and improvements are recommended.
- Demonstrates a leadership and ownership mindset within the Venture Programs Department and Economic Transformation Division including suggesting new ideas for how to improve the Division.
- Develops best practices which can be institutionalize across multiple programs; defines and implements needed systems and policies.
- Attends team meetings. Provides relevant updates to report progress and achievements.
- Performs other duties and special projects, as may be assigned.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer- focused work environment among division, NJEDA staff, and external customers.
- Liaises across departments within NJEDA and external government stakeholders to maintain forward progress on mechanics associated with accounting, compliance, information technology, legal, marketing, policy, and tax.
- Collaborates in the development and achievement of the Venture Programs Department and Economic Transformation division goals; reviews and evaluates own performance against key metrics.
- Participates in setting goals and objectives and assesses progress against individual plans to provide input on semiannual and annual reviews.
- Must complete annual and semi-annual self-assessment as required.
- Performs duties to the highest standards of ethics and professionalism.

Required Skills and Abilities

- Strong creative and advanced analytical and research skills, including the ability to analyze data, prepare data visualization materials and other relevant documentation for the sector leaders with limited errors and oversight.
- Interest in policy, legal framework development, investment analysis, venture-manager evaluations, and execution.
- Ability to synthesize findings and propose actionable solutions.
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and NJEDA staff.
- Ability to prioritize workload, be highly organized, detail-oriented, handle various tasks simultaneously, and work independently within limited time constraints with little or no supervision.
- Best-in-Authority ability to engage in the technical details of the various products within the Venture Programs Department.
- Ability to identify programs and initiatives via conversations with key stakeholders and monitor successful programs from other states and countries.
- Ability to engage credibly and thoughtfully in broader economic development conversations with industry and government leaders.
- Deep knowledge and understanding of economic development, sector development approaches, community development, and public policy and governance related to the Analyst's specific program responsibility.
- Deep understanding of NJEDA's existing programs and services.

- Demonstrated ability to self-motivate and self-lead own work planning and execution with a strong results orientation.
- Ability to adapt to changes in work environment and manage competing demands.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and NJEDA staff.
- Demonstrate respectful behavior and promote teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, NJEDA staff and external customers.
- Ability to build strong relationships and contacts within the industry.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Required Qualifications

- Bachelor's Degree, preferably in a relevant field such as business, finance, or policy.
- Minimum of five years of industry-facing experience in finance, consulting, startups, a government agency or related field.
- Experience in a fast-paced, project-based professional services environment that emphasizes teamwork, problem solving, and communication (e.g., management consulting, banking, legal field, large-scale project management, etc.).
- Experience in program development, public policy development, corporate finance, and financial analysis.
- Advanced degree or industry specific certification may be substituted for 1 year of experience.

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Note

- The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.
- Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.
- This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.
- NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
 - Those guidelines can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY:

Interested applications **MUST** submit their resume online through our applicant tracking system.

<https://careers-njeda.icims.com/jobs/1924/investment-analyst---venture-programs>

For general job inquiries, please email us at NJSAME@NJEDA.GOV

Visit us at www.njeda.gov