

## The Launch Place Portfolio Manager Job Description

March 25, 2019

### **Job Overview:**

The Launch Place Portfolio Manager (PM) is primarily responsible for monitoring the performance of The Launch Place (TLP) Pre-Seed and Seed Fund portfolio companies. The Portfolio Manager also assures compliance with the terms of The Launch Place's investment criteria to include adherence to reporting, Danville impact, and other terms and conditions of investment.

The Portfolio Manager reports to The Launch Place's President and CEO and serves as the primary liaison between the portfolio companies and other members of The Launch Place's staff. The PM will work proactively with the management team members of portfolio companies to determine how The Launch Place can support them in areas such as market research, business planning, financing, personnel recruitment, business development, research support, outsource partners, economic development grants, etc. The PM will be responsible for defining the scope of any support project, determining a timeline for delivery of the project, and internally managing the project in concert with the Launch Place's consulting staff members.

The PM shall participate in all The Launch Place Pre-Seed and Seed Fund Advisory Board (SFAB) meetings assisting in preparing and providing update reports on portfolio company activities, Launch Place support activities, and investment term compliance. The PM will also participate in The Launch Place Board of Directors meetings as directed by the Launch Place President and CEO.

The PM shall fulfill other such duties as may be specified by the President and CEO from time to time.

### **Job duties:**

- Work with portfolio company management to determine how TLP can support the achievement of company milestones;
- Define and manage support projects working in concert with TLP staff, Board members, mentors, consultants, including serving as part of the project team performing analyses, market research, identification of and introductions to financing sources, financial projections, operations projects, recruitment of key personnel, help with business development contacts, identification of and introductions to outsourcing partners with special focus on in-region partnering opportunities, assisting in future fund-raising and syndication, etc.;
- Monitor portfolio company compliance with all terms and conditions defined by TLP Pre-Seed and Seed Fund investment documents;
- Review financial statements and management reports submitted by the portfolio companies, evaluate and monitor the management of the company's cash burn rate versus cash and other financing resources, and maintain orderly files in the companies' dropbox, and other pre-agreed acceptable reporting files;
- Serve on TLP's portfolio companies' Boards as directed by the President and CEO;
- Prepare monthly reports to be submitted to TLP's President and CEO noting the status of each company's achievement of key milestones, compliance with investment terms

and conditions, status of any TLP consulting projects, financial performance compared to budget, and other items as may be requested by TLP management, or the SFAB, or the Pre-Seed Investment Committee;

- Assist with the development of update reports to be provided to the President and CEO, the SFAB and to the Pre-Seed Investment Committee;
- Attendance at, and active participation in SFAB and Pre-Seed Investment Committee meetings and TLP staff meetings.

**In addition, on an as needed basis:**

The Portfolio Manager will work with the client (either internal or external) on both consulting and seed fund and pre-seed fund related projects. Research work will include market research (industry, company, and competitor analysis), document collection, and collecting client company's background information. The PM will apply both qualitative and quantitative techniques to interpret the data, present the findings, and produce substantiated recommendations.

**Responsibilities:**

- Collecting documents of client companies
- Researching background information about client companies
- Coordinating meetings and conference calls with client companies and The Launch Place staff
- Leading data research in close cooperation with clients and peers to satisfy project requirements
- Conducting in-depth data analyses using traditional and advanced methods
- Assisting peers in company valuation and developing financial models
- Developing reports and documents containing actionable recommendations for peers
- Manage client expectations regarding the depth of analysis contained within deliverables and on the timeliness of deliverables
- Organize and track investment documents and applications
- Assure that The Launch Place project guidelines and Code of Ethics are followed and met throughout the due-diligent period and project development process
- Assist team in preparing variety of document and presentations including memos and presentations in PowerPoint, Excel, and Word
- Perform financial analysis and develop models using in-depth analytical techniques for portfolio and client companies
- Help identify attractive investment opportunities by filtering initial applications
- Assist portfolio company with needs beyond financial analysis
- Provide business consulting services to portfolio and outside clients.

**Qualifications:**

The ideal candidate will possess:

- Outstanding interpersonal and communication skills, both oral and written;
- A team-first orientation;
- Self-initiative;

- Passion for working with early stage, entrepreneurial companies;
- Ability to multi-task in a fast-paced environment;
- Ability to manage multiple projects and meet deadlines;
- 5 to 10 years with varied business experience with exposure to business strategy and tactics, corporate finance, business development, operations, sales and marketing, etc.
- Ability to use all applications of Microsoft Office;
- 4-year undergraduate degree in Business Administration, Finance or Accounting at a minimum, MBA preferred.

**Location of Job:**

The Launch Place, Danville, VA and RTP, NC offices. (Approximately 25% travel depending on portfolio company and project requirements.)

**Compensation:**

The Launch Place offers a competitive compensation package which includes an annual cost of living adjustment. Employee benefits include, but are not limited to, medical insurances and a matching 401(k) plan.