

Senior Associate (Chartline Capital Management LLC, Wilmington, DE) Manage independent and support Partner-lead venture deal origination efforts by leveraging established networks, conducting targeted outreach, attending industry-specific events, & utilizing digital databases with rigorously applied qualitative & quantitative startup screening criteria; Independently evaluate pre-qualified startups using comprehensive qualitative & quantitative methods, summarizing deal dynamics, team capabilities, company performance, & financial data for Partner-level review; Prepare detailed pro-forma financial return analyses by reviewing startup financial statements & comparable market data to assess unit economics, revenue potential, & implied valuations with precision; Manage development & execution of investment due diligence processes, ensuring completion of detailed business, financial, operational, and market assessments & development of comprehensive investment memorandums for Partner-level final review; Enhance the firm's investment thesis by conducting macro- & micro-economic research on business-to business (B2B) software-as-a-services (SaaS) startups within target industries, including digital industrials, financial technologies, human resource technologies, & property technologies; Serve as a key contact with entrepreneurs & executive teams from initial engagement through post investment, by preparing well-researched diligence questions, leading diligence interviews & research calls, providing operational insights, & facilitating strategic introductions to help founders grow their businesses; Proactively assist the firm with important fund administration activities, quarterly reporting to limited partners, & the evaluation & incorporation of new technologies & tools for continuous workflow process improvements; Take leadership role in contributing to firm brand-building initiatives by representing investment objectives, capabilities, & portfolio companies within relevant networks & organizations, including universities, venture capital fellowships, accelerators, & investor communities. In order to complete the above-mentioned tasks, the following skills and experience are required: Experience working with financial statements (income statement, balance sheet, and cashflow statement reviews, ie accounting), & metrics (valuation multiples, gross margins), including software-as-a-service (SaaS), key performance indicators (KPI) & metrics (ARR, GRR, NRR, LTV/CAC); Experience in financial modeling & valuation techniques for business-to-business (B2B) software companies with a variety of business models (SaaS, transactional, hybrid); Experience compiling professional venture capital investment memos and presenting them to partner-level investors for critical go/no-go investment committee meetings; Experience evaluating competitive market positions for privately held companies in several vertical markets; Experience performing total addressable market (TAM) analysis and developing economic research on nascent emerging technology markets; Experience gathering and synthesizing information, drawing appropriate conclusions, and making value-added recommendations; Experience working with venture capital data solutions including Pitchbook, Harmonic, and Perplexity to conduct thorough startup analysis; Experience providing operational, investor, & other strategic guidance to early-stage software companies in the capacity of an advisor, formally or informally, during a company's earliest stages of development; Experience assembling & managing a diversified portfolio of venture capital investments, including sourcing, tracking, & supporting early-stage companies across multiple investment rounds & managing a fund's investible cash; Experience identifying, evaluating, & structuring investments that qualify for Community Reinvestment Act (CRA) credit, including assessing impact criteria & aligning with regulatory requirements; and Experience as an Investment Associate in Venture Capital. Requires a Bachelor's degree or foreign equivalent in Economics or a closely-related field, and at least four years of experience in an Operating Position (Product Management, Consulting, Sales, Account Management) or related occupation. Domestic travel required: 5-6% in Wilmington, DE, Boston, MA, and other locations within the continental U.S. as needed. Option to work from home is available. Salary range: \$111,000.00 to \$120,000.00/year. Please send CV to phil@chartline.com.

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